



GREEN MANAGER

A unique opportunity to support screen sector professionals and companies in Wales to achieve net-zero carbon emissions by 2050.

- Contract type:** Full-time, initially for one-year with potential to extend to a multi-year contract. We will consider job-share proposals.
- Location:** Wales. We have a Cardiff base but flexibility to work remotely.
- Reports to:** Head of Production.
- Start date:** As soon as possible in 2021.
- Salary:** £25,000- £30,000 (depending on experience), plus pension and 28 days holiday in addition to Public Holidays.
- Inclusion:** We are committed to broadening representation and lived experience within our organization. We will offer an automatic interview to all candidates who meet our essential criteria and who identify as from an under-represented race or ethnicity or as deaf, neurodiverse, or living with disability.
- Closing date:** 5pm on Wednesday 17th March, 2021



We stand in solidarity
to say **NO** to racism
and commit to a
#ZeroRacismWales

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www.zeroracismwales.co.uk

BACKGROUND INFORMATION

Ffilm Cymru is the development agency for Welsh film.

In addition to providing direct support to film educators, exhibitors and over 100 filmmakers every year, Ffilm Cymru also works to address broader challenges that the screen sector faces in Wales.

Whether providing an infrastructure for those who are socio-economically disadvantaged to develop a career in screen, raising awareness of mental health, or supporting company owners to diversify their income streams beyond independent feature film: Ffilm Cymru is dedicated to advancing a strong and sustainable Welsh screen industry. One that we can all be proud to call our own.

Whilst the climate change emergency is a crisis for all sectors, the film production industry can be extremely wasteful, producing an alarming level of emissions in relation to its' size. Systematic change would need to occur for us to reach net zero carbon emissions by 2050, now a legal requirement under the Climate Change Act.

We know from the work that [BAFTA's Albert](#) and [Green Regio](#) have already done that the main generators of carbon for the screen sector are transport, energy and utilities provision and waste disposal. We want to help bring expertise from across these areas together with people experienced in the screen sector, to better understand the practical challenges and to support a research and development process aimed at identifying and testing new products and/or services that help the sector to reduce its carbon emissions.

To support this work Ffilm Cymru have partnered with [Clwstwr Creadigol](#) and together we will host workshops, offer funding through a competitive application process and share learning.

MAIN PURPOSE OF THE ROLE

As Ffilm Cymru's Green Manager, you'll be responsible for developing and implementing Ffilm Cymru's green initiatives.

Your principal focus will be the development and delivery of our Green Cymru programme with Clwstwr Creadigol, involving a circa £75,000 innovation fund for the research and development of green products and services, as well as inspiration and awareness raising events.

In addition to this, you'll work closely with Ffilm Cymru colleagues in production, audience and exhibition, to develop resources, policy and processes that support a greener sector. You'll foster relationships with sustainability-focused organisations in Wales and beyond and will be an ambassador for Ffilm Cymru's commitment to a green screen industry.

MAIN DUTIES AND RESPONSIBILITIES

Reporting to Ffilm Cymru's Head of Production, you will:

- Research, promote and track existing training, tools, and initiatives that support green innovation in the screen industries in the UK and beyond;
- Research, raise awareness of and track service and facility companies in Wales that are committed to sustainability and could already help screen productions to be greener;
- Develop relationships with other screen organisations working in sustainability as well as experts in areas such as transport, energy, utilities, and waste disposal, with a view to increasing understanding of the screen sector's green challenges, and to broker relationships that can lead to the development of green solutions;
- Deliver our 'Green Cymru' project working closely with Clwstwr colleagues, specifically:
 - Develop criteria, guidelines and application forms for the seed innovation fund for green products and services;

- Be the main point of contact for expressions of interest for the fund, whilst also pro-actively encouraging applications from a diverse array of individuals and organisations;
 - Develop inspiration and idea development events to support applications and broader awareness;
 - Manage the application and assessment process ensuring accurate records are maintained with the support of the department administrator;
 - Assess applications to the fund and take part in decision-making as part of a panel contracting external expertise as necessary to support decision making;
 - Be the main point of contact for awardees, organising payments to them, and monitoring and supporting their progression, which may include facilitating introductions to relevant experts;
 - Support the Communications Manager to develop a marketing and PR plan for the project from initial launch through to sharing learnings;
 - Manage the 'Green Cymru' budget and associated reporting;
 - Oversee the evaluation of the project, developing a clear evaluation framework from the outset and facilitating feedback gathering throughout.
- Throughout the year's contract you will be developing recommendations for policy, processes, and resources that Ffilm Cymru could introduce to support a greener screen sector, across our work with filmmakers, cinemas, film educators and in skills development. You will open up a forum to gather insights from the screen and related sectors to inform recommendations;
 - Develop helpful resources such as 'top tips' and useful links, within the available budget;
 - Represent Ffilm Cymru at events and act as an advocate for sustainable screen practise;
 - Undertake other duties as may reasonably be required.

YOUR EXPERIENCE

Essential:

Passionate about supporting environmental sustainability, you will:

- Demonstrate a strong understanding of zero-carbon obligations and broader environmental policy;
- Have at least 2 years' experience of project management and be familiar with scheduling, budgeting and evaluation;
- Have professional experience of research & development and demonstrate an understanding of the processes involved;
- Have experience of forging and maintaining high level partnerships;
- Be comfortable performing some administrative tasks whilst also contributing on a strategic level, working as part of a small team;
- Have strong research and organisation skills and be able to demonstrate an attention to detail as well as problem-solving in your career to date;
- Have an understanding of structural bias and be committed to advancing equality, diversity and inclusion;
- Be an enthusiastic communicator, comfortable with advocacy.

Desirable

- Professional experience of the screen sector. If you do not have this, you will be able to demonstrate a clear understanding of specific challenges for the screen sector to become environmentally sustainable and can demonstrate how your experience is transferable;
- Professional experience of working to achieve environmental sustainability;
- Relationships with leaders in the fields of transport, energy, utilities and/or waste management;
- Welsh language fluency.

APPLICATIONS

The deadline for applications is 5pm on Wednesday 17th March 2021.

To apply, you can email us your CV along with a covering letter of 750 words or less, which explains why you want to work with Ffilm Cymru and how your experience fits the role as advertised above.

Please let us know if you have any access requirements and we can arrange alternative application options. For example, we can provide you with an address to post a hard copy application to, accept video cover letters or book an hour slot to transcribe your cover letter over the phone.

Your application should be addressed to the Head of Production, Kim Warner c/o: Sion Eirug who will also address any queries you have about applying. You can reach him on sion@ffilmcymruwales.com

Ffilm Cymru is dedicated to supporting an inclusive film sector and recognises that there are considerable structural barriers that we must mitigate. We ask all applicants to us to complete a diversity monitoring form and guarantee to interview all applicants for this role who meet the essential criteria above and who identify as from an under-represented race & ethnicity or as deaf, neurodiverse, or living with disability. The diversity monitoring form is separated from the application form and not made available to the selection or interview panel.

There is a prefer not to say option for every question on our diversity monitoring form, and any responses you do give will not be connected to you as an individual in any reporting or publicity. We use this information to help us measure our performance against our Equalities, Diversity and Inclusion objectives and to help us meet any access requirements that you have for interview or if offered the post.

To check what Ffilm Cymru does with your data and to learn more about our approach to supporting an inclusive industry, please refer to our Privacy Policy and our Equality, Diversity and Inclusion Action Plan [here](#).

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WWW.FFILMCYMRUWALES.COM

**TRAMSHED TECH
UNIT 6
PENDYRIS STREET
CARDIFF
CF11 6BH**



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LOTTERY FUNDED**

