

Ffilm Cymru Wales
Job Description: Head of Skills and Training



Access: We believe in a sector that works for everyone.

For applicants with access requirements, for example individuals who are D/deaf, hard-of-hearing, Disabled, neurodiverse, and people with sight loss, support is available to complete an application.

Please contact us to let us know how we can help. For example, we can cover the costs of a BSL interpreter for a meeting with us prior to making an application, or scribing support for dyslexic applicants. We'll be guided by you.

For those with access requirements, we can also accept the application forms via post, or answers in alternative formats such as a short video or slide deck. The format should be agreed with our team prior to submission.

Please contact hayley@ffilmcymruwales.com to discuss your requirements in advance of making an application.

This is the information pack for the post of:
Head of Skills and Training

The following information is provided to assist you with your application. More information about Ffilm Cymru can be found at www.ffilmcymruwales.com

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Welcome

Thank you for taking the time to find out more about this role. Ffilm Cymru is a publicly funded community interest company, ambitious about the screen industry we'd like to see for Wales. Key to our vision is our skills activity (spanning companies, existing screen professionals, and new entrants) and its' deep connection with our work to support inclusion.

You'll be joining us at a pivotal point in our company's development. Whilst the sector as a whole faces the challenge of skills shortages, the new ways of working that we have piloted have gained significant investment and momentum. The Head of Skills and Training is a key role in ensuring effective delivery, sharpening and maintaining strategic focus; overseeing skills and training programmes; and advocating for a better future, with a view to making it happen.

This year we launched our Green Cymru initiative to support a greener screen sector; we secured significant UK Communities Renewal Funding to scale-up our Foot in the Door approach in Newport; we partnered with 23 other screen organisations to launch the multi-year Media Cymru programme; Ffilm Cymru films such as Prano Bailey Bond's *Censor* and Euros Lyn's *Dream Horse* continued to put Welsh film on the map; and we are working with union representative, Cult Cymru, and others, to develop new skills and training opportunities that support improved sector behaviour, including Wellbeing Facilitators, for example. We have made good inroads to tackling skills gaps and exclusionary ways of working in our sector – particularly through our flagship Foot in the Door new entrant programme - and have learnt a lot from our training partners including housing associations and community groups. But there's still a lot more that we need to do. You'll have the opportunity to make a big impact on a rapidly growing screen sector, whilst also sharing learnings on a wider stage.

We want to influence behaviour and support a healthy and welcoming sector, ensuring people are equipped with future-facing skills and encouraging ways of working that allow more people to enter and stay in our sector.

We're looking forward to hearing from you,
Kim Warner, Head of Production at Ffilm Cymru

How to Apply

The deadline for applications is 12 noon on the Monday 6th December 2021.

Interviews will take place online on the 16th and 17th December 2021. You can apply by emailing a CV together with a cover letter stating why you're interested in the role and how you meet the criteria listed here, unless we've agreed an alternative approach to support your [access](#).

Please email your application to sion@ffilmcymruwales.com

Alternative roles: Please indicate in your application if you would additionally like to be considered for alternative skills and training roles that may come up at Ffilm Cymru from time-to-time, providing consent for us to continue to hold your details, for two-years, for that purpose.

To discuss your application in English, get in touch with Hayley.
Hayley Lau, Department Administrator:
hayley@ffilmcymruwales.com

To discuss your application in Welsh, you can reach:
Siobhan Brennan, Skills Executive: siobhan@ffilmcymruwales.com

Job Advert: Head of Skills and Training

Ffilm Cymru is the development agency for Welsh film. We work across the sector from script to screen, in addition to supporting film education, skills and training.

We're looking for a candidate who will drive forwards our skills and training activity, at a pivotal point in our company and the creative sector's growth.

Working to the Head of Production, you'll develop and implement our Skills & Training strategy. You'll feed into our training offer for writers, directors, producers, and creative entrepreneurs, managed within the talent team, but your main priorities will be:

- Developing and reporting upon our training programme for aspiring crew facing socio-economic disadvantage ([Foot in the Door](#)) including managing activity financed under our Media Cymru, Festival 22, and UK Community Renewal Funding partnerships;
- Advocating for a sustainable screen sector, which is inclusive by design and which recognises the specific needs of Wales;
- Working in partnership with community, industry and governmental organisations on continuous assessment of skills needs and opportunities; project delivery and co-design of solutions for the sector's challenges;
- Identifying income-generation opportunities to support our skills strategy, utilising freelance bid writers if appropriate;
- Developing and advancing trainee tracking systems and impact measures for our skills work, and
- Working collegiately across the team – including close collaboration with the education team to ensure clear signposting of progression pathways.

We are committed to broadening representation and lived experience within our organization. We will offer an automatic interview to all candidates who meet our minimum criteria and who identify as People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse.

We can also accept applications and provide information in alternative formats and encourage you to get in touch with Siobhan Brennan or Hayley Lau [to discuss](#).

Contract type: Full-time, initially for one-year with potential to extend to a multi-year contract. We welcome job-share proposals.

Location: Wales. We have a Cardiff base but flexibility to work remotely.

Reports to: Head of Production.

Start date: Please let us know when you could start in 2022.

Salary: £35,000- £42,000 (depending on experience), plus pension and 28 days holiday in addition to Public Holidays.

Closing date: 12 noon Monday 6th December 2021.
Interviews will take place online on the 13th and 14th December 2021.

Alternative roles: Please indicate if you would additionally like to be considered for alternative skills and training roles that may come up at Ffilm Cymru from time-to-time and if you provide consent for us to continue to hold your details, for two-years, for that purpose.

Ffilm Cymru Wales

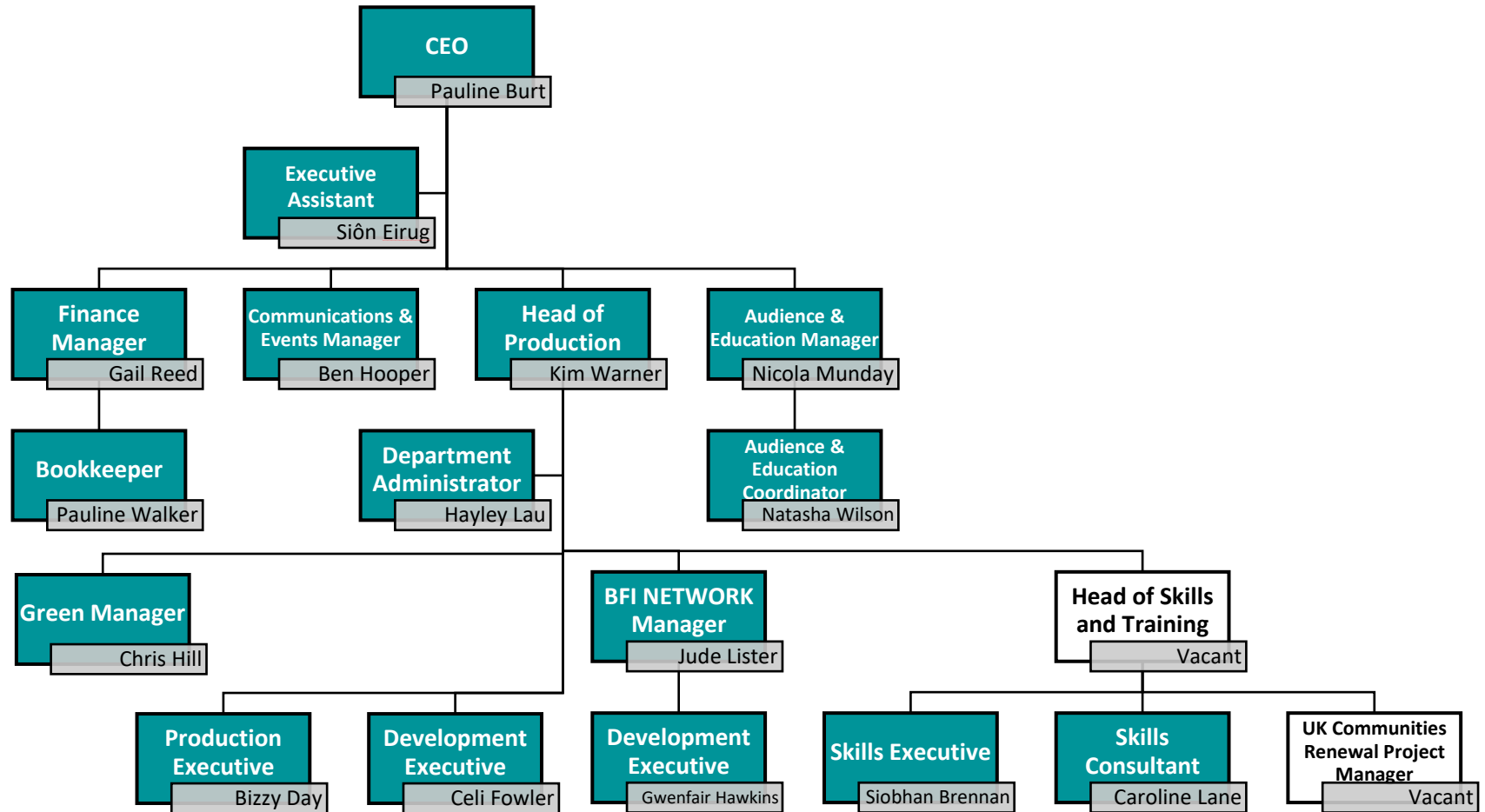
Ffilm Cymru is the development agency for Welsh film and is dedicated to advancing a thriving sector that we can all be proud to call our own. We do this by:

- Working with partners to advance the position of film in Wales and beyond
- Creating an environment for more inclusive, innovative, and green ways of working to be tested, integrated, and shared
- Engaging people of all ages and abilities in creative learning
- Developing the future screen workforce through a range of training programmes
- Investing in unusual and risk-taking films and their makers from an early stage
- Offering exciting cinematic experiences to audiences across Wales

We manage national lottery funding on behalf of the Arts Council for Wales and the British Film Institute, in addition to raising and managing further funds from the UK Communities Renewal Fund. Our work maps closely to the Programme for Welsh Government, particularly the Wellbeing of Future Generations Act, due to the creative, economic, and cultural mix of our sector.

Ffilm Cymru was established in 2006 and is a Community Interest Company. In 2018 we launched our [Strategic Plan 2018 -2024, which can be read here.](#)

Ffilm Cymru organisation chart



The Role

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|--------------------|--|
| Department: | Talent |
| Post: | Head of Skills and Training, Full Time (potential job share) |
| Reports to: | Head of Production. |
| Location: | Wales. We have a Cardiff base but flexibility to work remotely. |
| Salary: | £35,000- £42,000 (depending on experience), plus pension and 28 days holiday in addition to Public Holidays. |

Main Aims

Reporting to the Head of Production, this role will play an important role in the development of a sustainable screen sector in Wales: a sector in which everyone is not just able to work but can thrive. That means that you'll develop training interventions which are strategic, long-term and driven by partnership working, and that reach, quality of experience, evaluation and sharing learning will be just as important as the number of trainees.

Advocacy for Ffilm Cymru's work will be key, whether speaking to HE/FE careers advisors, government officials, organisations such as ScreenSkills or the BFI, or third sector, industry or training organisations. As will the ability to attract partnerships and investment to continue to scale our activity, with the support of the CEO, Head of Production and external bid writers where appropriate. You will manage a small team, including a full-time Skills Executive and Project Manager for our recently awarded UK Communities Renewal bid (Foot in the Door in Newport), and freelancers as and when we expand/contract to deliver projects. The role would suit ambitious, detail-orientated individuals who are driven by inclusion and are passionate about the creative industries.

We are very open to job share and flexible working proposals and will offer an automatic interview to all candidates who meet our minimum criteria and who identify as People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse. We can also accept applications and provide information in alternative formats and encourage you to get in touch with Siobhan Brennan or Hayley Lau to discuss:

hayley@ffilmcymruwales.com

siobhan@ffilmcymruwales.com

Key Responsibilities

- Advancing our Skills and Training strategy and operational plan, working alongside the Head of Production. This will involve close liaison with colleagues as well as the broader sector in order to: set annual priorities, develop measurable outcomes, and identify training pathways through our film education work as well as our support for filmmakers and production companies.
- Developing an operational steering group, which broadens the expertise and lived experience feeding into our skills and training work, and more broadly nurturing our partnerships, potentially including but not restricted to: charity partners, local councils, industry professionals and housing associations and alumni of training programmes.
- Acting as an advocate for Ffilm Cymru at home and occasionally internationally.
- Surveying our talent base (at all levels) and their needs, to improve our understanding of their training needs and barriers. Identifying where we can build upon other research such as [‘Screen Work 2020’](#). Facilitating the co-development of solutions to employment barriers in our sector via steering group or otherwise.
- Identifying new partnerships or income generation opportunities, keeping abreast of sector specific, charitable, or governmental funding opportunities as well as developing relationships with potential commercial sponsors and partners.

- Managing the Skills Executive (s) and programme project managers whilst developing our pool of freelance project workers and induction package so we can rapidly and reliably scale-up activity as and when required.
- Developing initial training programme plans and overseeing their delivery in relation to our Foot in the Door activity, with existing commitments to deliver programmes in 2022 under our Media Cymru and Festival 22 partnerships and our UK Community Renewal Fund award.
- Overseeing the improvement of systems for tracking trainees and training activity across the company (managed by the Skills Executive), and for measuring and communicating the impact of our skills work, with the support of the Comms Manager. Practically the post holder will need to support the relevant member of staff or freelancer with the setting of targets and the structuring of appropriate data gathering and will report this information to our board. They will also need to consider how activity can offer insights and material for wider advocacy and PR from the outset.
- Keeping track of skills & training activity in Wales and inspiring activity elsewhere.
- Promoting and supporting diversity and inclusion consistently in line with [our EDI Action Plan](#).
- Managing the skills & training budgets and schedules and liaising with the Finance Manager, book-keeper and Skills Executive to ensure accurate records are maintained.

Minimum Requirements for the role

- An applied commitment to the principles of diversity and inclusion.
- An understanding of the skills and training landscape and formal training and skills processes (whether through continued professional development, FE, HE or other means).
- Strong project and personnel management experience.
- Experience of working with the creative industries.

- Strong advocacy and diplomacy skills.
- Track record of building partnerships with senior staff at a range of public and/or private organisations.
- Ability to work well under pressure in a methodical and organised way.
- Ability to use Microsoft Office suite, particularly excel.

Desirable

- Experience of the wider screen and arts sector.
- Fluency in Welsh (both written and spoken).
- Experience of fundraising.
- Knowledge and understanding of the role of housing associations and/or third sector that could inform future training partnerships.
- Knowledge and understanding of education and apprenticeship frameworks.