



Audience and Education Department Co-ordinator

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Diversity, Inclusion and Access

We are committed to broadening representation and lived experience within our organisation. 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 and/or as D/deaf, hard-of-hearing, disabled or neurodiverse.

Please let sion@ffilmcymruwales.com know if you have any access requirements, including if you'd like information provided or to submit an application in an alternative format. We'll be guided by you.

Ffilm Cymru is committed to improving the diversity and inclusivity of the film sector and audiences in Wales and carries that commitment through to our recruitment and staffing practices.

When you apply for a job we will send a link to an Equality, Diversity & Inclusion monitoring form, which we'd be grateful if you could complete. This information is not shared with the interview panel.

The information you provide helps us to comply with the Equality Act 2010 and to improve the equality, diversity and inclusivity of our workforce. We will not share any of your personal data with third parties. The information you supply will be anonymised and processed following the Data Protection Act and General Data Protection Regulation. Application data is held for 1-year – or longer, as required by HMRC if you are subsequently employed by us - and then securely destroyed, only retaining collated analysis that does not retain personal details.

For more information on how we process data, please refer to our Privacy Policy here: <https://ffilmcymruwales.com/about-us/our-policies> where you'll also find our Equalities, Diversity and Inclusion plan.



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to say NO to racism
and commit to a
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The Role

Audience and Education Department Co-ordinator

- Based:** Cardiff (currently home-working), with some travel across Wales
- Term:** Full-time, starting as soon as possible. Open to flexible working hours proposals.
- Fixed:** Initial one-year with potential to extend
- Salary:** £22,000-£24,000 per annum, dependent on experience, plus pension
- Reports to:** Audience and Education Manager

This is a busy and extremely rewarding role, working in a dedicated team who are passionate about film culture and developing engagement across Wales. You will work to the Audience and Education Manager to support the lottery funding offer that we provide, including gathering data that helps inform our work and those of our partners.

You will liaise directly with independent film exhibitors (cinemas, film festivals, and community pop-ups) who work hard to provide audiences with exciting cinematic experiences, and education practitioners who are developing projects that inspire people's first steps to understand, explore and create film. In each case, listening to better understand needs and opportunities will be key. Our funded initiatives are often aimed at those who are most marginalised and encourage the widest possible engagement in Wales' thriving film culture.

In addition to providing administrative support, enabling the smooth and efficient running of the department and maintaining accurate records, you will apply your sector

experience to directly support the department Manager in the further development of strategies that support exhibitors and film education practitioners, gathering information, conducting surveys and supporting partnership development with stakeholders including Welsh Government, Careers Wales, BAFTA Cymru, Into Ffilm Cymru and Film Hub Wales.

Responsibilities

Your tasks will include the following, as directed and guided by the Audience and Education Manager:

- Offering advice, information and signposting in response to queries as a first point of contact for the department and as applications are developed for submission;
- Developing supportive and informed relationships with exhibitors and film education practitioners across Wales and a range of partnership organisations, including Film Hub Wales, Into Film, Careers Wales and Welsh Government;
- Reviewing applications; providing an overview of key information – including updated funding available to award – to inform funding panel meetings, and sharing your informed assessment of applications with other panel members, in line with published guidelines and criteria;
- Drafting offer letters and funding agreements by populating template agreements;
- Contributing to our evaluation and reporting process;
- Maintaining our social media - @ffilmeducation – and liaising with our Communication Manager to provide information for press releases and ensuring accurate mailing lists are maintained;
- Informing our strategies to ensure that we continue to broaden representation of those we fund and those who participate in funded activity;

- Facilitating regular on-line networking and information sessions for exhibitors and film education practitioners (using Zoom or Teams);
- Providing administrative support across our application process, including but not limited to scheduling meetings with potential applicants, managing applications, filing all documentation, scheduling assessment panels, taking minutes, collating application feedback and general data management;
- Preparing payment requests and liaising with the finance department;
- Preparing, sharing and gathering feedback from sector surveys – such as rapid response queries on the impact of covid-19;
- Any other tasks that might reasonably be required of this role from time-to-time.

Person Specification

Minimum criteria

- Passionate about developing and supporting film culture across Wales, you will have:
- strong organisational skills, great attention to detail and a calm and professional approach;
- demonstrable experience in film exhibition, film education, arts and/or other cultural settings;
- appreciation of the creative curriculum in Wales and the opportunities that provides for film education practitioners;
- strong communication skills with the ability to deliver on-line (via Zoom/Teams) and in-person events;
- strong administrative skills. MS Office proficiency is essential- including a good working knowledge of excel and experience in evaluation and reporting;
- demonstrable commitment to improving sector inclusivity;

- a willingness to travel to supported organisations and projects across Wales, occasionally unsociable hours.

Desirable

- Fluency in Welsh (both written and spoken) and or British Sign Language is desirable but not essential
- Working knowledge of applying Data Protection and Health & Safety regulations within an office, training or events context. Training will be available.
- Familiar with Government Covid-19 regulations and how they apply to film exhibition and educational settings.

Ffilm Cymru Wales

Ffilm Cymru Wales is a sector development agency, committed to inclusively growing the film sector in Wales and improving access to film and its benefits for all people across Wales. We work across the sector, supporting filmmakers to develop their careers, projects and companies. We improve access to a wide range of independent film across Wales by supporting film exhibitors – including cinemas, mixed arts-centres and community providers - to show films, and we support film education practitioners to develop resources and projects whether formally in schools, aligning with the creative curriculum, online or with community partners. Central to all our work is our commitment to inclusion: we champion and support equality, diversity and inclusion in all our activities and work enthusiastically to targets that reflect our nation.

Our Audience & Education team manage lottery funds on behalf of the Arts Council of Wales and the BFI and provide wider support to help to build a more inclusive and resilient film culture in Wales. For more information on Ffilm Cymru Wales please refer to our website: www.ffilmcymruwales.com