



This is the information pack for the post of:

Talent Department Coordinator

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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Diversity, Inclusion and Access Support

We believe in a sector that works for everyone and we are passionate about broadening access to the screen sector.

Access, Diversity and Inclusion

We will offer an automatic interview to all candidates who meet our Minimum Criteria for the role 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.

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, scribing support for dyslexic applicants, or agree alternative formats for applying. We'll be guided by you.

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

Job Sharing and Flexible Working

We are very open to job share and flexible working proposals. Please detail your job share or flexible working proposal within your cover letter if applicable.



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

DO YOU?

Sign our policy today.
www.zeroracismwales.co.uk

The Role

We're looking for a great communicator, with good organisational skills, to coordinate our work to support filmmakers. This is an entry-level role but a great opportunity to learn about the film industry whilst working with a friendly and passionate team.

- Department:** Development, Production & Skills
- Post:** Talent Coordinator, Full Time, Fixed Term for 6 months (potential to job share)
- Reports to:** Head of Production
- Location:** Wales. Ffilm Cymru has an office in Cardiff, but we're currently working from home and are open to applicants based in other areas of Wales.
- Interview dates:** Interviews will be held online on the 14th and 17th of January (please confirm in your application form if you are unavailable on either of these dates).
- Term:** January 2022– 30th June 2022 with potential to extend
- Salary:** £24,000 per annum pro rata & fixed term until 30th June 2022, plus 28 days holiday (similarly adjusted pro rata) in addition to Public Holidays.
- How to apply:** Email a CV and short cover letter to Hayley Lau hayley@ffilmcymruwales.com outlining your availability and your experience and skills against those outlined in our minimum criteria unless we've agreed an alternative application format with you.
- Deadline:** Friday 14th January at 12:00 (midday).

Key Responsibilities

- To be a first point of contact for handling enquiries to the department, directing individuals to the appropriate guidelines and application forms on our website in the first instance before directing to the appropriate member of staff;
- Overseeing the Head of Department's diary, occasionally arranging travel and accommodation within the UK and abroad (covid-contingent) and providing her with general administrative support;
- Filing materials and logging information in association with funding applications, awards, and activity in the department;
- Occasional reading and provision of notes on scripts and applications from our new & emerging filmmakers. We will provide you with on-the-job training in this area;
- Checking applications for errors or missing information and chasing on that information in communication with the relevant member of staff;
- Being a first point of contact for 'access support requests' from applicants, passing on to the appropriate fund manager. By this we mean requests from filmmakers who identify as D/deaf, hard-of-hearing, Disabled or neurodiverse for support with the process of applying to us. We will provide you with guidance to manage these enquiries.
- Collation of data relating to department activity, in particular maintaining our diversity monitoring system and managing reports to our funders (namely the Arts Council of Wales and the British Film Institute);

- Organising decision-making meetings and funding applicant interviews (usually via zoom) and ensuring team members have the application materials;
- Minute-taking at decision-making meetings, sending minutes to the fund manager for sign off;
- Some event-related administration may occasionally be required, for e.g raising purchase orders, registering of freelancers and booking of venues;
- Proofing of funding documentation or reports for the department;
- Any other duties that may reasonably be delegated by your line manager.

Minimum Requirements for the Role

- Proficiency in Microsoft office suite
- Experience of working to deadlines and managing multiple streams of work
- Evidence of good communication and problem-solving skills

Desirable

- Knowledge of the screen sector
- Knowledge of data protection regulations and data management.
- Fluency in Welsh (both written and spoken)
- Familiarity with Zoom, Microsoft Teams, Dropbox, and surveymonkey.

How to Apply

There's a quick turnaround for applications for this role, and the deadline is at Midday on Friday 14th of January.

Because of this, we're just asking that you email Hayley Lau on hayley@ffilmcymruwales.com with:

- A CV or link to an online CV
- Approximately 250 words cover note explaining why you're interested in the role, how you meet the minimum criteria listed in the role overview above, and what your availability is

We're also happy for you to send us a filmed or audio version of your cover note rather than a written version (please use a phone and don't worry about artistic quality, keep the length shorter than ten minutes, and make sure it's in an accessible format).

We can also provide support for applicants who are D/deaf, hard-of-hearing, Disabled or neurodiverse as detailed above. Just get in touch with Hayley on hayley@ffilmcymruwales.com at least a day ahead of the deadline and let us know how we can help.

For information on how Ffilm Cymru processes applicant data, please refer to [our Privacy Policy](#).

We look forward to hearing from you!

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.](#)