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Job Opportunity: Youth Officer

We are seeking a Youth Officer to help engage young people through our work in film education.

- Based:** We have a Cardiff base, with many staff working hybrid from home and the office, which you may wish to emulate. However, you could be based anywhere in Wales. This role will include some travel across Wales.
- Term:** Full-time – that being 35 hours per week, which can either be allocated across 4 or 5 days.
- Fixed:** One year, with the potential to extend.
- Salary:** £22,000 - £26,000, dependent on experience.
- Start:** As soon as possible.

Ffilm Cymru Wales

Job Description: Youth Officer



Introduction to Ffilm Cymru Wales

Ffilm Cymru Wales is committed to advancing the Welsh film sector and improving access to film and its benefits for the people of Wales. We work across the sector supply chain, supporting film development, production, film exhibition and film/media education, offering advice, funding, skills advancement and advocacy.

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 bilingual nation.

For more information on Ffilm Cymru Wales please refer to [our website](#).

The Role

Our Audience & Education team manage National Lottery funds and provides wider support with the aim of advancing a participatory and inclusive film culture that is open to all. As part of this, we fund film education projects that inspire young people's first steps to understand, explore and create a film; developing a participant's critical understanding, cultural awareness as well as their creative practice.

Funded projects are delivered by independent film education practitioners and are often aimed at those who are most marginalised and encourage the widest possible engagement in Wales' thriving film culture.

Working to the Audience and Education Manager (line manager), the Youth Officer will engage directly with young people – initially alongside funded education practitioners and then following completion of funded projects - to establish direct and longer-term engagement with young people who participate in activities we have funded and to better understand their wider interest in film and how we might best support that through our overall company offer. This might, for example, included signposting to local cinemas, education, skills, networks, events of professional offerings – as appropriate to age, location and interests.

Our work is supported by the British Film Institute (BFI) and the Arts Council Wales (ACW). We also work closely with Welsh Government including Creative Wales and several stakeholders such as Careers Wales, Bafta Cymru, Into Film Cymru and Film Hub Wales (BFI FAN).

Responsibilities

This is a busy but rewarding role, working in a dedicated team who are passionate about film culture and developing engagement across Wales. It requires a good degree of flexible working with and for multiple stakeholders. You will be responsible for:

- Designing and delivering workshops for participants of our funded projects to raise their awareness of Ffilm Cymru, Wales' thriving Film & TV industry in Wales and wider film culture;
- Developing engaging communications for participants (via their parents/carers) of funded film education projects (typically aged 11-16 and disabled participants (no upper age limit) to maintain contact, where our offer is relevant beyond the initial education project;
- Offering general advice and signposting to further opportunities tailored to the needs of the individual, identifying pathways to further their personal development with other opportunities by Ffilm Cymru or third-party organisations;
- Ensuring a safe environment (online and in-person) for participants at all times, preparing risk assessments and adhering to child, young person and vulnerable adult protection policies and procedures;
- Developing an engagement strategy to improve outreach and engagement so we can promote best practise, case studies and gather insights;
- Feeding into marketing and communications strategies and taking ownership of elements such as mailing lists and social media by creating content and managing engagement;
- Facilitating and promoting regular events and/or promotions for young people designed to continue engagement with Ffilm Cymru as

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well as the wider film industry and independent film culture in Wales;

- Managing your own administration, in compliance with data protection and privacy requirements;
- Contributing to our evaluation and reporting process, including developing age appropriate data collection mechanisms to provide insights and help us to measure the impact of our support;
- Any other tasks that might reasonably be required of this role from time-to-time

Applicant Profile

Passionate about developing and supporting film culture across Wales, you will have

Essential criteria:

- an honours degree validated by Education Training Standards (ETS) or equivalent;
- Demonstrable experience in working with young people, empowering and supporting personal development. You enjoy encouraging and inspiring others to pursue their goals and recognise that some might need support in overcoming personal, social or environmental challenges to do so;
- Excellent organisational skills, confident in both verbal and written communication and experienced in delivering workshops and facilitating events and training, both online and in-person;
- Demonstrable experience in safeguarding and child/young person protection policies and procedures, and confident in maintaining confidential records;
- A mature attitude and comfortable in providing reliable support in a dynamic environment, working with young people and/or vulnerable adults;
- Excellent project delivery, administrative and communication skills. MS Office proficiency is essential- including a good working

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knowledge of MS Excel; along with experience in delivering, evaluating and reporting against defined targets;

- Demonstrable commitment to improving inclusivity;
- Ability to self-manage and work within a small team;
- A current clear Disclosure and Barring (DBS) check;
- A willingness to travel to visit supported organisations and participants across Wales and to work unsociable hours, from time to time;
- Demonstrable appreciation of GDPR and Health & Safety regulations within a learning environment, office, training and events (training will be available);

Desirable criteria:

- Fluency in Welsh (both written and spoken) is highly desirable but not essential;
- Up to date with Government Covid-19 regulations with an understanding of how they are implemented in educational settings;
- A current and clean UK driving licence;
- Clear and detailed understanding of varying film, tv and media education programmes across Wales

Access and Representation

We are committed to broadening representation and lived experience within our organization. We will offer an automatic interview to all candidates who meet or show strong potential against 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.

We can accept and provide information and access applications in alternative formats and encourage you to get in touch with Sion Eirug – sion@ffilmcymruwales.com – to discuss how we can support your access needs.

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How to Apply



The deadline for applications is 12 noon on Thursday 30th June 2022.

Interviews will take place online on 11th & 12th July 2022.

You can apply by emailing a CV together with a cover letter stating why you're interested in the role, how you meet the criteria listed here and when you would be able to start work with us.

If you have access requirements, we can agree alternative application formats with you such as submitting a short filmed application. Please contact sion@ffilmcymruwales.com to discuss.

Please email your application to sion@ffilmcymruwales.com