

**Ffilm Cymru Wales**  
**Job Description: Executive Assistant**



This is the information pack for the post of:  
**Executive Assistant to the CEO & COO**

The following information is provided to assist you with your application. More information about Ffilm Cymru can be found at [www.ffilmcymruwales.com](http://www.ffilmcymruwales.com)

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## **Welcome**

Thank you for your interest in this exciting post. The successful applicant will be joining Ffilm Cymru during a unique period of growth, with newly delegated funds from Welsh Governments' Creative Wales complementing our funds from the Arts Council of Wales as their delegate for film, and from the British Film Institute to run BFI NETWORK Wales.

We've also recently raised funds to support a greener screen industry and to build upon our Foot in the Door programme of work, breaking down socio-economic barriers to a career in screen. As the development agency for Welsh film, it's important for us to work toward long-term impact. Whilst this role will often involve the detail of exciting projects led by Welsh talent, it's also likely to suit someone who is interested in systemic change and is excited to see what they can learn from other parts of the company.

We look forward to receiving your application.

*Pauline Burt, CEO*

## **How to Apply**

Unless we've agreed an alternate application format with you, you should email a CV and cover letter to Siôn Eirug on [sion@ffilmcymruwales.com](mailto:sion@ffilmcymruwales.com) outlining your availability and your experience and skills against those outlined in the below specification.

Please submit your application by **Midday, Monday 24<sup>th</sup> October 2022.**

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Ffilm Cymru is not a licensed sponsor for VISAs and as such you must already have the Right to Work in the UK to apply for this role.

Interviews will be held on the **28<sup>th</sup> and 31<sup>st</sup> October 2022**, either online or in person.

### **Access Support**

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

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 such as video applications or slide decks. We'll be guided by you.

Please contact Siôn Eirug on [sion@ffilmcymruwales.com](mailto:sion@ffilmcymruwales.com) to discuss your requirements in advance of making an application.

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**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.

**After you apply**

You'll receive confirmation that your application has been received within one week of submitting and will be provided with a link to a diversity monitoring form, which helps us in our commitment to diversity and inclusion. All questions have a prefer not to say option. For information on how Ffilm Cymru processes applicant data, please refer to [our Privacy Policy](#).

You will hear whether you have been shortlisted to interview within two weeks of the application deadline.

## **Job Description**

**Title:** Executive Assistant to the CEO, COO and Board of Ffilm Cymru

**Term:** Full time, permanent

**Salary:** £28,000 per annum, plus pension

**Deadline:** Monday 24<sup>th</sup> October at 12 noon

**Interviews:** 28<sup>th</sup> and 31<sup>st</sup> October 2022

**Start date:** as soon as possible

### **Main purpose of the role:**

This is a key position to ensure the smooth and efficient operation of Ffilm Cymru Wales. The post-holder will have excellent communication skills, diplomacy and ability to balance priorities in a demanding role. It is a stimulating role in a company that is committed to advancing the creative industries and those working in it.

### **Principal Duties and Responsibilities**

- Supporting the Chief Executive and Chief Operating Officer in their day-to-day work, including managing diaries and travel, whilst tactfully and professionally liaising key partners and stakeholders;
- Conducting research and developing briefing papers for the CEO and COO to support them in their business;
- Liaising with the Chair, Vice Chair and Board to arrange travel, meetings and ensure they have relevant papers and materials on time;
- Processing invoices and purchase orders relating to the CEO, COO or board members;

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- Maintaining petty cash records;
- Refining and maintaining filing systems that comply with our data protection policies;
- Managing our (Cardiff based, or otherwise) office – including ensuring adequate supplies, machine maintenance, liaison with our IT service, and security and safety, in liaison with our landlords;
- Accurate minuting of meetings (Board and otherwise, as needed);
- Co-ordinating recruitment for posts reporting to the CEO or COO including receiving and collating applications, responding to access needs and scheduling interviews;
- Maintaining the Accident Book and Health and Safety records
- Responding to general enquiries and redirecting to appropriate team members;
- Other tasks where reasonably required.

### **Person Specification**

- Working at a senior level you will be personable, inclusive and tactful in your approach.
- The successful candidate will have at-least 3-years solid experience in a demanding organisational role, assisting at a senior executive, or equivalent, level.
- You will be a self-motivated individual with strong administrative, communication and organisational skills.
- Working independently, you will be adept at prioritising and reprioritising as needed, and work with attention to detail.

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- Experience within the creative industries is desirable but not essential.
- The ability to speak Welsh is essential. Welsh learners considered.

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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. Please contact [sion@ffilmcymruwales.com](mailto:sion@ffilmcymruwales.com)



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Sign our policy today.  
[www.zeroracismwales.co.uk](http://www.zeroracismwales.co.uk)

## **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, as well as funding from the Welsh Government via Creative Wales. 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.](#)