

Ffilm Cymru Wales
Job Description: Sustainability Manager



This is the information pack for the post of:
Sustainability Manager

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 your interest in this unique post. The successful applicant will be joining Ffilm Cymru during an exciting period of growth. Newly-delegated funds from Welsh Governments' Creative Wales, successful UK government funding bids, and our partnership on the £50 million Media Cymru programme, have all provided a significant boost to the work we do to support a sustainable screen sector in Wales.

Our Green Cymru programme was first developed in 2019 to support screen sector professionals and companies in Wales to achieve net-zero carbon emissions by 2050. It has gained the support of Clwstwr Creadigol, Bafta's Albert, Creative Wales, the British Film Institute, and most recently the Media Cymru consortium, through which we will be able to scale up our R & D investments in green innovation in the screen sector.

This is a varied and ambitious role likely to suit a self-starter who thrives on partnership working and is motivated toward systemic change, interested in how diversity and inclusion, skills & training, environmental sustainability and broader business innovation are intertwined.

We look forward to hearing from you,
Kim Warner, Head of Production

How to Apply

Unless we've agreed an alternate application format with you, you should email a CV and cover letter to Ihsana Feldwick on ihsana@ffilmcymruwales.com outlining your availability and clearly illustrating how your experience and skills meets the

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minimum requirements (see page 10) and the job specification detailed within this pack.

Please submit your application by **Midday, Monday 13th February 2023.**

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.

If you are an internal applicant working at Ffilm Cymru please discuss with your line manager prior to applying.

Interviews will be held week commencing 20th February 2023, either online or in person.

Access Support and Inclusion

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 Requirements 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, extend the application deadline, or agree alternative formats for applying

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

Please contact Ihsana Feldwick on **ihšana@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.

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 Advert

Title: Sustainability Manager
Term: Full-time (Flexible working supported)
Salary: £27-£33k per annum
Deadline: Monday 13th February at midday
Interviews: w/c 20th February

A unique opportunity to support screen sector professionals to achieve net-zero carbon emissions by 2050, leading on Ffilm Cymru's 'Green Cymru' programme in partnership with Bafta's Albert, Welsh Government, the BFI, Media Cymru, and more.

Key Responsibilities

- Under our Media Cymru¹ project, working in partnership with UKRI and Cardiff University on the delivery of £600,000 of green innovation funding over three years
- Overseeing the progress of the 'Screen New Deal Transformational Plan for Wales' research led by Albert²
- Developing relationships with other organisations and companies working in sustainability and acting as an ambassador for the company to this end
- Supporting the wider Ffilm Cymru team with resources that will help the filmmakers, exhibitors and educators they work with to be more environmentally sustainable
- Managing Ffilm Cymru's internal environmental monitoring and providing recommendations to support the organisation to achieve its own Net Zero targets.

¹ <https://media.cymru/>

² <https://wearealbert.org/2022/02/01/were-working-with-the-welsh-screen-sector-on-a-screen-new-deal-transformation-plan/#:~:text=The%2018%2Dmonth%20programme%20will,transformation%20plan%20by%20mid%2D2023.&text=Creative%20Wales%2C%20Ffilm%20Cymru%20Wales%20and%20CIwstwr%20champion%20environmental%20sustainability,from%20studios%2C%20producers%20and%20suppliers.>

Skills and Experience

- Strong understanding of zero-carbon obligations and broader environmental policy.
- Prior professional experience of project management, understanding scheduling, budgeting and evaluation
- Experience of research and development and processes
- Good research and organisation skills
- Good communication skills

We will offer an automatic interview to all candidates who meet our Minimum Requirements 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. Please contact lhsana@ffilmcymruwales.com.



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Full Job Description

- Department:** Development & Production
- Post:** Sustainability Manager, Full Time (potential to job share)
- Reports to:** Head of Production
- Location:** Wales. Our office is in Cardiff but there is potential to work remotely.
- Interview dates:** w/c 20th February online or in person. Please confirm on your application form if you are unable to attend any of these dates.
- Salary:** £27,000 - £33,000 (dependant on experience), plus pension and 28 days holiday in addition to Public Holidays.
- How to apply:** Unless we've agreed an alternate application format with you, you should email a CV and cover letter to ihšana@ffilmcymruwales.com outlining your availability and your experience and skills against the Minimum Requirements outlined in the job description.
- Deadline:** Monday 13th February at midday.

Aims of the Role

To support screen sector professionals in Wales to achieve net zero carbon emissions by 2050, supporting a sector which is not only better equipped to combat emerging challenges from environmental issues but which continues to grow sustainably. Guided by the UN's Sustainability Goals and The Wellbeing of Future Generations Act as well as our own Green Cymru Policy³, you'll take a broad view of sustainability and

³ <https://ffilmcymruwales.com/sites/default/files/2022-08/Ffilm%20Cymru%20Wales%20Environmental%20Policy.pdf>

understand how environmental sustainability must be in dialogue with diversity and inclusion, skills and training, and entrepreneurship.

Our Green Cymru programme has four identified activity strands:

- **Research** – To understand the current situation and barriers in the screen sector in Wales and gather a true measure of its' current environmental impact
- **Innovation and collaboration** – To deliver R, D&I solutions to green challenges, whilst also engaging and collaborating with individuals, organisations, and networks
- **Support** – To support the Welsh screen sector and promote existing training, tools and initiatives that will help all to be more sustainable
- **Improve** – To improve our own organisation's environmental performance along with others'.

Responsibilities

- Oversee all ongoing 'Green Cymru' projects including the 'Screen New Deal Transformational Plan for Wales', the Green Cymru Challenge fund, and the Blockchain Connected Challenge Fund project with Ffilm Werdd (with the latter two both in the final stages of completion).
- Project manage our three-year Media Cymru work package, taking responsibility for managing the budget, schedule of activity, and reporting.
- Work closely with UKRI and Media Cymru to design the innovation funding attached to the green work package, developing guidelines, criteria, and application forms for their review.

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- Act as a main point of contact for applicants to the innovation fund above, encouraging a diversity of applicants.
- Support the Communications Manager to develop a marketing and PR plan for the Media Cymru project from innovation funding promotion through to sharing learnings.
- Develop inspiration events to support applications and improve awareness of the screen sectors' green challenges, bringing together experts from other sectors such as energy with screen sector professionals.
- Feed into the innovation funding decision-making and act as the main point of contact for awardees, monitoring and support the progression of their idea, introducing them to relevant experts where necessary.
- Provide insight and recommendations to support a greener screen sector, across our work with filmmakers, cinemas, film educators and in skills development in particular feeding into the sustainability plans we require from every feature production we invest in.
- Manage Ffilm Cymru's internal sustainability monitoring and provide recommendations to support the organisation to achieve its' own Net Zero targets and to be more sustainable.
- Develop relationships with other screen organisations and companies working in sustainability, including the Green Regio⁴ and UK-wide sustainability manager network.
- Represent Ffilm Cymru at events and act as an advocate for sustainable screen practise;
- To carry out all responsibilities in a way that supports Ffilm Cymru's values and promotes sustainability, equal opportunities and diversity and inclusion within Ffilm Cymru and the broader sector.

⁴ https://www.cineregio.org/subgroups/green_regio/

- To feed into broader application assessment within the department if, on occasion, required.
- To undertake any other duties that may be reasonably required or delegated by your line manager.

Minimum Requirements for the Role

Knowledge & Experience

- Strong understanding of zero-carbon obligations and broader environmental policy.
- Prior professional experience of project management, understanding scheduling, budgeting and evaluation
- Experience of research and development and processes
- Understanding of structural bias and committed to advancing diversity and inclusion
- Computer literate with a good working knowledge of Microsoft Office (including Teams) and Zoom.

Skills & Approach

- Good research and organisation skills with excellent attention to detail
- Good communication skills, comfortable with advocacy
- The ability to develop and maintain good working relationships with partnership financiers and stakeholders.
- Collaborative and interested in joining the dots between their work and others and excited by the opportunity for their work to support broader change.
- An enthusiasm for independent film, TV and the creative industries.

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Please note that the following are desirable but not essential and we'll consider each candidate on their own merits: Welsh Language fluency, prior work to affect sustainability on a large scale and existing relationships with leaders in the fields of transport, energy, utilities and/or waste management.

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.

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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.](#)