

This is the information pack for the post of:  
**Industry Placements Manager (Maternity Cover)**

More information about Ffilm Cymru can be found at  
[www.ffilmcymruwales.com](http://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

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 [faye@ffilmcymruwales.com](mailto:faye@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 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](http://www.zeroracismwales.co.uk)



## **How to Apply**

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

**Please submit your application by 4<sup>th</sup> September 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.

## The Role

### Industry Placements Manager (Maternity Cover)

<b>Department:</b>	Skills & Training
<b>Post:</b>	Industry Placements Manager - Part-time (Maternity Cover)
<b>Reports to:</b>	Head of Skills & Training
<b>Location:</b>	Wales. Project Base: Ffilm Cymru's Cardiff-based office as main base. Blended remote and in-person work expected as agreed with line manager
<b>Term:</b>	9 months from October 2023 to June 2024 (with possibility of an extension to 12 months)
<b>Salary:</b>	£40,817 Full time equivalent per annum, which will adjust pro rata for term in post and part-time basis (0.6 FTE pro-rata) per annum, plus pension and 28 days holiday per annum, adjusted pro-rata, in addition to Public Holidays.

### Aims of the Role

To support Welsh film and tv professionals to provide trainee and shadow opportunities, inclusively and sustainably, advancing sector growth and practice, whilst tracking impact. This role supports individuals looking to find information and opportunities to develop, work and progressing in the Welsh screen sector.

The industry placements manager will work to support the culture change that is needed for the sectors' skills gaps to be decreased inclusively over time.



This role does this by supporting individuals looking to gain knowledge and opportunities in the TV and film industry in Wales. There is a specific focus on working with individuals across a sustained period and beyond specific work placements. This role will be concerned with individuals' progression and development at any stage in their career.

The role is the main point of contact with past and present participants and is responsible for maintaining our data and systems around progression. The industry placements manager keeps abreast of opportunities and shares them with individuals as well as signposting opportunities from and for our partner organisations, productions, and training providers.

This role will have a long-term impact on the sustainability of the Welsh screen sector. The Industry Partnerships Manager will support producers, who are often working to modest budgets and are time poor, to develop skills plans that work with the unique challenges and opportunities of their production. These plans will reflect the broader sectors' needs in their advice to producers, including the need for more inclusive ways of working as well as greater diversity. They will work to support the culture change that is needed for the sectors' skills gaps to be decreased, opposed to isolated training interventions.

### **Job Description**

Ffilm Cymru is seeking an experienced and connected Industry Placements Manager for Wales with experience of supporting trainees and productions in Film and TV, both in a small team, and to tight deadlines.

The Industry Placements Manager will liaise with and support our funded productions who will have requirements to identify



and place trainees providing meaningful training opportunities for and with our partners in Wales.

The industry placements manager will feed into research and development as part of our continuous process of learning and adaptation, determining the most effective and sustainable ways of sector working for the future.

This role works closely with our dedicated skills and training team and supports development of industry placements and participant development. This role will require an understanding of both the needs and requirements relating to vocational elements of production placements and the individual needs of trainees and participants as they make their journey into the industry, tracking and monitoring impact and trainee and participant development.

This role is expected to work with the partnership manager (skills and training), project manager (skills and training) and programme Executive (skills and training), as well as any administration support for the team. The individual will also work closely with the production executive in the talent team and feed into broader sustainability planning across our work.

The industry placements manager will develop mechanisms to share and co-develop production needs and information with the talent and creative department in Ffilm Cymru Wales to ensure that activity is shared and communicated, opportunities are maximised, and challenges and risk flagged.

## Key Responsibilities

- Be the key point of liaison relating to skills and training for funded film productions and participants.
- Directly responsible for supporting participant progression and development through skills programmes at Ffilm Cymru Wales.
- Supporting development tracking of new entrants, trainee development and progression, working with partner organisations and training providers.
- Responsible for developing new and existing partnerships with studios, productions, and industry practitioners and mapping production activity across Wales in advance of it happening.
- Support and progress a pool of trainees and a log of the level they are at, developing mechanisms that ensures individuals are aware of opportunities as they arise.
- Conducting 121's and signposting opportunities for training, employment, or further development.
- Work closely with the project manager to support development of longitudinal progression and support mechanisms for our participants
- Feeding into the reporting and evaluation of the media.cymru R&D programme.
- Managing and mapping the skills needs of each feature length production funded by Ffilm Cymru as well as develop a log for the skills gaps that producers are regularly encountering.
- Mapping trainee, participant and apprentice pools across Wales, maintaining good relationships with the key skills and training providers in Wales to act as a bridge for producers to their activity.

- Making introductions or directly sourcing trainees and shadowees for productions if the production is unable to identify trainees themselves. Foregrounding the resource needs of the production, across the course of the year, these trainees should be sourced from a range of training programmes – both internal and external to Ffilm Cymru – and represent a range of different levels (e.g. new entrant, apprentices, Continued Professional Development, stepping up). Where feasible, Welsh based or born trainees should be prioritised.
- Developing trainee plans and documentation to ensure meaningful and supported placements
- Keeping abreast of the BFI NETWORK Wales slate of emerging filmmakers who could be suitable for shadowing opportunities.
- Developing a trainee database across Film, Independent production and TV, connecting with industry partners where relevant to support progression for those we work with
- Liaising with the skills and training team, developing a process for tracking prospective programme participants and trainees from all programmes and productions.
- Developing tools/interventions that support productions in their inclusive practice. Identify and support production companies in their professional awareness and development of inclusive and fair practice.
- Working with Ffilm Cymru Wales internal teams including communications, environmental sustainability and finance where relevant
- Updating the Talent team, Production Executive and Head of Skills & Training on skills discussions with producers, who has final approval over trainee arrangements on the production as they form part of a larger set of approvals.



- Liaising with supported productions, facilities companies and other sector organisations on their reporting obligations in order to collate, monitor and inform evaluation of training provision and trainees placed on productions;
- Liaising with other financiers' skills & training representatives to foster strategic join-up if possible, mindful always of overloading a production. Each public financier contributing to a film's budget will require certain trainee and shadowing opportunities as conditions of their investment and may have their own trainee pools.
- Updating Ffilm Cymru's production databases and feeding into our quarterly board reporting and annual reporting.
- Feeding in to Ffilm Cymru's evaluation of their pilot approach to skills on funded productions in 22-24.
- To represent the company at meetings, festivals and skills and careers events, at the requested by your line manager.
- To carry out all responsibilities in a way that supports Ffilm Cymru's values and promotes sustainability, equal opportunities, diversity and inclusion within Ffilm Cymru and the broader sector
- Promoting and supporting diversity and inclusion consistently in line with [our EDI Action Plan](#).
- To undertake any other duties that may be reasonably required or delegated by your line manager.

## **Minimum Criteria for the role**

- A sound knowledge and a good level of practical experience working with productions in Film and TV in Wales.
- An excellent knowledge of sector job roles across TV and film
- An excellent knowledge skills and training needs in the Welsh screen sector.
- demonstrable experience of training OR experience with working with new entrants on production, providing professional support in the screen sector;
- 'Be an enabler': a problem-solver who can independently assess and advance challenges
- A great organiser, you will be able to evidence that you are outcome oriented with the ability to work across multiple partners in a matrix style, at a range of levels, understanding partners objectives and primary aims;
- An understanding and appreciation of the challenges and barriers facing those interested in entering and sustaining a career in the creative industries;
- Experience of working and communicating with a wide cross section of project partners at a range of levels;
- Ability to use Microsoft Office suite, particularly excel.

## **Desirable**

- Experience and understanding of the wider screen and arts sector
- Fluency in Welsh (both written and spoken).
- Knowledge and understanding of the role of community organisations and/or third sector and public bodies



- Experience of working in TV & Film Production in Wales
- Demonstrable evidence of networks across the screen sector in Wales.



## **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 UK and Welsh Government. 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.](#)