



## **Ffilm Cymru Wales**

### **Job Description: Legal and Business Affairs Manager**

This is the information pack for the post of:

#### **Legal and Business Affairs Manager**

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

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## **Welcome**

Thank you for your interest in this senior management position. The successful applicant will be joining Ffilm Cymru Wales at an exciting time as we support the film ecosystem in and for Wales.

We are looking for someone with legal and business affairs management experience and qualifications, who can work across the company to support specialist managers in our drive to support the film sector.

Established in 2006, Ffilm Cymru Wales is the development agency for Welsh film and is a Community Interest Company. Since 2006, the film production sector in Wales has grown considerably and the challenges facing exhibition, development, and production, skills and training, and working practice have changed significantly.

Our current [Strategic Plan 2018 -2024, can be read here](#). A draft 2024-2030 strategic plan is currently being agreed following the recent Arts Council Wales Investment Review. Our new Legal and Business Affairs Manager will assist with the delivery and management of these ambitious plans, including reviewing and considering alternative scenarios, where needed.

Our work maps closely to the Programme for Welsh Government, particularly the Wellbeing of Future Generations (Wales) Act 2015, due to the creative, economic, and cultural mix of our sector and we are committed to the values of fair work.

We are long-standing delegates of the Arts Council Wales and BFI receiving National Lottery funding, which we award (as grant and equity funds) to exhibitors and filmmakers. In addition to which, we manage Creative Wales funding on behalf of Welsh Government for independent feature film including our recently launched Sinema Cymru scheme to



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support Welsh Language feature films with international, big screen potential, in conjunction with S4C.

Ffilm Cymru Wales is innovative in its collaborations and funding models. For example, we have recently raised funds via Media Cymru (Strength in Places UKRI) and UK Government's Shared Prosperity Funding 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. Our values mean we look toward long-term impact and actively seek opportunities to work with partners drawn from across Welsh society who share our commitment to an inclusive and sustainable film sector for all.

We look forward to receiving your application, which you are welcome to submit in either English or Welsh.

***Matthew Daniel, Chief Operating Officer.***



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## **How to Apply**

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

Please submit your application by **16:00 on 2<sup>nd</sup> November 2023**.

As part of your application please state any upcoming dates you are not available for interview.

Ffilm Cymru Wales 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.

## **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 fluent Welsh speakers, 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,



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requesting 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 Hayley Lau on [Hayley@ffilmcymruwales.com](mailto:Hayley@ffilmcymruwales.com) to discuss your requirements in advance of making an application.

### **Job Sharing and Flexible Working**

We are 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 Wales processes applicant data, please refer to [our Privacy Policy](#).

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



## **Ffilm Cymru Wales**

### **Job Description: Legal and Business Affairs Manager**

## **Job Advert**

**Title:** Legal and Business Affairs Manager  
**Term:** Full-time, permanent role.  
**Salary:** £48,600 - £54,000 per annum, plus pension.

We operate a 5-point salary system and will normally appoint at point 1 of the grade except in exceptional circumstances.

### **Role Summary**

To provide expert legal and business affairs advice to the COO and Senior Management Team in performing our role as a financier of shorts and feature films, film exhibitions, skills and training and environmental activities, in line with our strategic priorities.

**Deadline for applications** 16:00 on 2<sup>nd</sup> November 2023

**Start Date:** Autumn 2023 / Winter 2024

We will offer an automatic interview to all candidates who meet our Minimum Criteria for the role and who identify as fluent Welsh speakers, 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 [hayley@ffilmcymruwales.com](mailto:hayley@ffilmcymruwales.com)



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## **Job Description**

- Post:** **Legal and Business Affairs Manager**  
This is a full-time, permanent role.
- Reports to:** Chief Operating Officer.
- Location:** Cardiff is the primary office base with occasional travel in the UK.
- Salary:** £48,600-£54,000 per annum, plus pension. We operate a 5-point salary system and will normally appoint at point 1 of the grade except in exceptional circumstance.
- Annual leave:** We offer 28 days annual leave 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 [hayley@ffilmcymruwales.com](mailto:hayley@ffilmcymruwales.com) outlining your availability and your experience and skills against those outlined in this specification.

**Application Deadline:** 16:00 on Thursday 2<sup>nd</sup> November 2023.



## **Ffilm Cymru Wales**

### **Job Description: Legal and Business Affairs Manager**

#### **Main Purpose of the Role**

To provide expert legal and business affairs advice to the COO and Senior Management Team in performing our role as a financier of shorts and feature films, film exhibitions, skills and training and environmental activities, in line with our strategic priorities.

This includes the drafting, negotiation and finalisation of legal agreements that we issue to or participate in with third parties, together with a hands-on approach to monitoring performance against agreements in liaison with executive colleagues. The role also includes an element of ad hoc advice on the wider management of the company.

#### **Aims of the Role**

- To provide advice and manage the business affairs of Ffilm Cymru, leading on negotiating, reviewing and drafting contracts across the organisation – including corporate affairs and the preparation of film funding agreements with third parties, and the ancillary agreements which relate to such funding to include multi-party agreements for recoupment and security arrangements. Such work will also require knowledge of copyright law, to review and negotiate chain of title agreements and sales and exploitation contracts.
- To ensure that we remain up-to-date and compliant with relevant legislation and regulations, such as copyright law, data protection, subsidy control and environmental requirements, identifying the need for and liaising with external counsel when specialist services are required.
- To advance and maintain first class relationships with external organisations, lawyers, funders, sales agents and distributors.
- To liaise with producers and external funded participants (e.g. exhibitors, training providers), as required, to obtain information required to execute and monitor performance against our legal agreement and to effectively communicate the same across the





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company and externally to support our smooth operation, and advance our company objectives of supporting the sector.

### **Key Responsibilities**

Supporting the company in the progression, contracting and after-care of productions (whether features, shorts or other creative content) that are offered, or being considered for funding by Ffilm Cymru Wales. This will include:

- Considering and feeding back on any potential business affairs issues or points of negotiation in relation to development, production and distribution phases of films, and following up in accordance with approved actions;
- Managing the financial, deal terms and related business affairs arrangements as between the company and the producer, including reviewing and preparing closing documentation including, but not limited to, Letters of Interest/Intent, Offer Letters, Production Finance Agreements, Interparty Agreements; Heads of Terms; Sales/distribution Agreements; Collection Agreements; completion bonds; charges; lab/post facility letters; and the review of third-party agreements, including co-financier documents, inducement letters, cast/crew agreements, insurance and chain of title documentation;
- Reviewing and advising on security arrangements and the management of fiduciary and/or reputational risk, as required by Ffilm Cymru Wales, and conducting appropriate due diligence in relation to Ffilm Cymru Wales's investment in the projects supported by the fund;
- Monitoring and reviewing all commercial elements arising post financial-closing, including sales & distribution terms with sales agents and distributors, completion of collection agreements, music deals and any wider exploitation of intellectual property derived from the films;



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- Liaising with the Production Executive to ensure compliance with the awardee's underlying contractual obligations, such as confirming credits, training and delivery requirements.
- Contributing to the assessment of funding applications, in support of the Head of Production, in relation to the proposed financing and exploitation of applications, and any initially perceived areas of potential risk.
- Participating as a member of funding-decision panels if requested by the Head of Production, on awards up to £49,999 or as otherwise varied in our agreements with funders.
- Supporting the Senior Management Team across the company in relation to preparing, reviewing and amending template funding agreements or related business affairs or legal documentation, as directed by the COO. Keeping abreast of changes in best practice and technological developments in the film sector to ensure that Ffilm Cymru Wales's thinking and practice is leading edge;
- Contributing to reporting obligations, to include quarterly board meetings and year-end reviews;
- Actively participating in Ffilm Cymru Wales meetings, planning, development and team building events;
- Acting as an ambassador for Ffilm Cymru Wales and Welsh talent through representing the Fund at meetings, festivals and events, with particular respect to sales and business affairs relationships;
- Carrying out all responsibilities in a way that supports Ffilm Cymru Wales's values and promotes sustainability, equal opportunities, diversity and inclusion within Ffilm Cymru Wales and the broader sector.
- Undertaking any other duties that may be reasonably required.



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#### **Person Specification**

##### **Minimum Criteria:**

- At least 3 years post qualified lawyer with a proven specialism in entertainment finance (film and related intellectual property, tv, games etc).
- Ability and willingness to work in a hands-on way, as part of a small but dedicated team, taking on your own administration and diary management.
- Excellent communicator who can clearly convey complex ideas to non-lawyers – internally across the organisation and externally with producers, partners and others.
- Proven track record of working in a versatile way. Able to turn your hand to reviewing corporate matters – such as health and safety, environmental and data protection regulations, alongside drafting, negotiating and finalising detailed production finance agreements and funding agreements with third parties, including across film exhibition and skills / training.
- Pragmatic negotiator who can protect Ffilm Cymru Wales's interests whilst balancing the role of a public funder in supporting the wider sector.

##### **Desirable Criteria:**

- Experience of working with or for the public sector.
- Experience of working within an SME environment
- Experience of feature documentary as well as live-action narrative and animation
- Welsh speaking.