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Ffilm Cymru Wales Job Description:  
Community Engagement Coordinator (Newport)

This is the information pack for the post of:  
**Community Engagement Coordinator (Newport)**

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)

**Contents**

Job Advert..... 2

How to apply ..... 3

    Access ..... 3

Aims of the role ..... 4

Key Responsibilities ..... 6

    Community Engagement..... 6

    Partnership Work ..... 6

    Event Management..... 7

    Communications ..... 7

    Reporting and Evaluation ..... 7

    Diversity and Inclusion ..... 7

Minimum Criteria for the role..... 8

    Desirable ..... 8





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## Job Advert

**Title:** Community Engagement Coordinator Newport (Freelance)

**Department:** Skills and Training

**Project:** Foot in the Door, Newport

**Reports to:** Partnership Manager (Communities)

**Term:** 1<sup>st</sup> February 2024 - November 2024 (10 months)

**Salary:** £200 per day inclusive of VAT (x75 days February - November 2024) = £15,000

Payment Schedule: Paid monthly via invoice submitted to Ffilm Cymru Wales.

We expect that you'd work 7-8 days a month across February-November depending on the needs of the project, with September 2024 requiring more days across the month to work at the Pop up Skills Lab.

**Project Base:** Home based and on location in Newport, with access to Ffilm Cymru's Cardiff-based office when required. Blended remote and in-person delivery expected.

**Deadline:** Tuesday 2<sup>nd</sup> January, midday

**Interview dates:** Thursday 11<sup>th</sup> January

**Interview Location:** Central Newport (Venue TBC)



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## How to apply

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

Unless we've agreed an alternate application format with you, please email a CV and cover letter to [footinthedoor@ffilmcymruwales.com](mailto:footinthedoor@ffilmcymruwales.com) outlining your experience and skills against those outlined in this application. Please use the subject line COMMUNITY ENGAGEMENT CO-ORDINATOR NEWPORT.

## Access

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, 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 Siobhan Brennan [siobhan@ffilmcymruwales.com](mailto:siobhan@ffilmcymruwales.com) to discuss your requirements in advance of making an application.



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## Aims of the role

The aim of this freelance role is to ensure there is successful engagement and co-ordination on project activity on Ffilm Cymru's Newport based bespoke skills and training programme funded by the UK Shared Prosperity Fund and in partnership with Newport County Council.

The Foot in the Door bespoke training and skills activity will include working with the Newport community, organisations and screen (film and television) partners to deliver skills and training activity, localised in the Newport area.

The activity included in this project is:

- A pop-up Skills Lab with bespoke training opportunities
- Creation of a film set in Newport with volunteering opportunities attached
- Bespoke Networking Events
- Life Skills Workshops focused around the creative industries

Our ambition for the project is to reach as broad and diverse range of communities as possible and you will support us in successfully opening up these opportunities for residents of Newport to access including volunteer opportunities and bespoke creative industries training and skills courses.

Ffilm Cymru are looking for an individual who has experience in working with community organisations and individuals in Newport, to help with engagement and delivery on community activities on the Foot in the Door skills and training project.

The Community Engagement Co-ordinator will work with Ffilm Cymru's Skills project team, ensuring that the project activity benefits



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community groups and individuals in Newport addressing the outcomes and outputs of the SPF fund and collating and storing evidence of this for reporting.

The Community Engagement Co-ordinator will work with a range of Newport based partner organisations, third sector organisations and grass roots groups to develop partnerships and initiate and promote the range of opportunities in the Creative Industries via our screen industry partners and beyond.

They will also support on a new and exciting film programme, with a lead filmmaker/company in a community setting to capture the creativity of Newport offering a range of work experience opportunities.

**The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion across the UK, of funding for local investment by March 2025. This job is funded by the UK Government through the UK Shared Prosperity Fund.**



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## Key Responsibilities

### Community Engagement

- Manage relationships with appropriate Community partners and individuals.
- Develop and oversee the maintenance of a Community Database.
- Meet and liaise with community groups, individuals and industry, to communicate and deliver a community engagement project plan, projects goals and opportunities.
- Work closely with the Partnership Manager and Skills and Training Executive to collect evidence of funding outputs and outcomes for the funding.
- Advise on associated reporting mechanisms to engage with community groups and individuals.
- Provide regular reporting and updates as well as feeding back community needs to the Partnership Manager.
- Support with recruitment of individuals to the project according to their needs and skills and provide ongoing support alongside other team members.

### Partnership Work

- Work with Industry partners to link with community organisations in Newport.
- Support with the call out for commissions for the Skills Lab programme including preparation of materials and shortlisting of activities.
- Support industry partners to develop inclusive, accessible opportunities for Newport residents.



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## Event Management

- Manage the Pop-up Skills Lab in central Newport; this may include sourcing the location and then leading on the logistics of ensuring the Lab is accessible and engaging, timetabling and organizing activity (with support).
- Organize accessible skills and training events with partners, in the community of Newport to engage and inform about the Foot in the Door project and its opportunities.
- Feed into design and development of communication materials.

## Communications

- Assist with Communication materials to promote the projects opportunities.
- Assist with keeping the projects Social Media pages up to date with project photos and activities when required.
- Working with the project team to keep activity updated.

## Reporting and Evaluation

- Assist with the reporting and tracking of the project according to the SPF outcomes and outputs including providing EDI forms and other evidence as per an evidence collection plan.
- In conjunction with the Skills and Training team, feed into the work with an external evaluator to consider the reach and impact of the programme that will inform the future of the programme.

## Diversity and Inclusion

- Promoting and supporting diversity and inclusion consistently in line with [our EDI Action Plan](#).



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## Minimum Criteria for the role

- Proven experience in co-ordinating community engagement projects in Newport.
- Proven experience in managing events including training courses and screenings.
- Demonstrable experience of creating engagement plans and delivering on a quick turnaround project.
- Experience of working with a range of community partners and community stakeholders.
- Experience and understanding of the wider screen and arts sector in Wales.
- A good communicator who will be able to communicate delivery needs and outputs with internal and external project partners.
- Experience of building and maintaining relationships with community, third sector and grassroots organisations.
- Ability to think quickly and manage challenges when they arise, working independently; methodical and organised.
- A commitment to the principles of diversity and inclusion.
- Ability to use Microsoft Office suite, particularly excel.
- Knowledge of social media platforms for promotion of opportunities.

## Desirable

- An understanding and appreciation of the challenges and barriers facing those interested in entering the creative industries who are living in socio economic disadvantage in Wales.
- Understanding of education and training for screen sector
- Experience of working on UK Government programmes
- Some understanding of screen sector production in Wales and its key partners





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- Fluency in Welsh (both written and spoken).

