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This is the information pack for the post of:
Project Manager (Skills & Training)

More information about Ffilm Cymru can be found at
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.

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 will be guided by you.

Please contact siobhan@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](https://www.zeroracismwales.co.uk)

DO YOU?

Sign our policy today.
www.zeroracismwales.co.uk





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The Role

We are looking for an outstanding project manager with experience of overseeing and delivering complex government funded projects in a small team, and to tight deadlines.

- Department:** Skills & Training
- Post:** Project Manager, Part-Time 0.6 (3 days per week) Fixed Term to 31/03/25 (dropping to 1.5 days per week from 01/01/25 - 31/03/25)
- Reports to:** Chief Executive Officer
- Location:** Wales. Project Base: Ffilm Cymru's Cardiff-based office. Blended remote and in-person work expected.
- Salary:** £40,817.00 per annum (pro-rata) Fixed term until 31/03/25, plus pension and pro rata holidays (28 days holiday plus Public Holidays per annum pro rata).
- Deadline:** Monday 12th February 2024, midday.
- Interviews:** w/c 19th February 2024.

Ffilm Cymru Skills & Training team are seeking a project manager to work with its small team to support the effective and efficient delivery, tracking and reporting across our two Shared Prosperity Fund projects in Newport and Swansea. This role will include working with funders, community, public sector, and screen partners to deliver project plans, delivery, and project reporting from end-to-end. Working alongside the Skills & Training Partnership Manager, Skills Executive and Industry Placements Manager, as the team deliver their community and industry facing training programmes.





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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.

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 **skills@ffilmcymruwales.com** outlining your experience and skills against those outlined in this application. Please use the subject line SKILLS & TRAINING PROJECT MANAGER.

Please submit your application by midday on Monday 12th February 2024.

Key Responsibilities

- Working to the Chief Executive, this role leads on project management of two Shared Prosperity Fund (SPF) programmes delivered by Ffilm Cymru Wales in 2024.
- Overseeing project budget expenditure and income against deliverables
- Work closely with Skills & Training team to support overall project management of funded programmes.





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- Acting as the main point of contact with local councils and colleges as the main funders in Newport and Swansea and disseminating information to the team in a timely manner
- Oversee project management systems and processes across our SPF projects, reporting to the Chief Executive
- Overseeing data capture and reporting of outcomes and outputs on the two projects to ensure that Ffilm Cymru Wales meet their contractual requirements.
- Work to evaluate and report across the projects, financially and against defined targets throughout delivery.
- Produce regular written reports with the Skills & Training Team that capture both quantitative and qualitative evidence of programme delivery.
- Oversee management and tracking of targets, and systems relating to the shared prosperity fund programmes of work.
- Liaising with finance counterparts in Ffilm Cymru Wales and external funders or as otherwise directed, relating to project monitoring and reporting.
- Managing contracts and due diligence relating to contractual and financial obligations across our shared prosperity fund projects.
- Working with the finance team to ensure accurate and timely reporting in relation to project income and expenditure on shared prosperity fund projects
- Collecting quantitative and qualitative data that can inform development and demonstrate impact.
- Assessing and reporting against resource needs and management across projects and identifying gaps and opportunities.





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- Attend weekly skills & training project meetings and communicate with partners and the team around deliverables and project expectations
- Attend weekly internal all- team meetings at Ffilm Cymru Wales
- Track project expenditure effectively and efficiently against targets.
- Highlight lessons, risks and challenges in a timely manner relating to project delivery and report to chief executive and funders
- Managing up and across project teams to gather information and evidence for reporting deadlines.
- Promoting and supporting diversity and inclusion consistently in line with our [EDI Action Plan](#).

Minimum criteria for the role

- A sound knowledge and experience of delivering projects and working with management teams across busy multi partner projects.
- Experience of managing government, UKCRF, SPF or ESF funding programmes previously or similar experience
- An understanding of contracts as they relate to funded projects
- Demonstrable experience of project and budget management with a small team.
- A great organiser, you will be able to evidence that you are outcome oriented with the ability to deliver a project through to successful completion.





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- A problem solver with experience of developing, tracking, managing and evaluating funded programmes
- 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.
- An understanding and appreciation of the challenges and barriers facing those interested in entering the creative industries.
- Fluency in Welsh (both written and spoken).
- Knowledge and understanding of the role of community organisations and/or third sector and public bodies.
- A project management qualification
- Practical experience of procurement process as it relates to public funding.
- Contributing to translating project plans into project delivery.





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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.](#)

