

This is the information pack for the post of:

Development Executive

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 exciting post. The successful applicant will be joining Ffilm Cymru during a unique period of growth, with newly delegated funds from Welsh Governments' Creative Wales complementing our funds from the Arts Council of Wales as their delegate for film, and from the British Film Institute.

We've also recently raised funds 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. As the development agency for Welsh film, it's important for us to work toward long-term impact. Whilst this role will often involve working in a self-motivated way to drive Welsh feature films forward creatively and strategically, it's also likely to suit someone who is interested in systemic change and is excited to see what they can learn from other parts of the company.

We look forward to receiving your application.

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 your experience and skills against those outlined in the below specification.

Please submit your application by **5pm 22nd August 2024**.

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.

Interviews will be held in the week commencing **2nd September** either online or in person.

Access Support

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

We will offer an automatic interview to all candidates who meet our Minimum Criteria 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, or agree

Ffilm Cymru Wales

Job Description: Development Executive



alternative formats for applying 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.



We stand in solidarity to say **NO** to racism and commit to a **#ZeroRacismWales**

DO YOU?

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

Full Job Description

- Department:** Development, Production & Skills
- Post:** Development Executive, Full Time, fixed-term to 05/07/2025 (potential to job share and potential to extend term)
- Reports to:** Head of Production
- Location:** Wales. Our office is in Cardiff but there is potential to work remotely.
- Interview dates:** 27th August online or in person. Please confirm on your application form if you are unable to attend any of these dates.
- Salary:** £29,250 - £32,500 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 those outlined in this specification.
- Deadline:** 5pm on the 22nd August 2024.

Aims of the Role

To help put Welsh film on the map, by identifying and nurturing unique Welsh voices, particularly those who are currently under-represented in film or who want to experiment with the artform.

To support the filmmakers we fund to advance toward financing their film and finding their audience, understanding that we are not able to fully finance films.

To help those we fund to develop sustainable careers and support the long-term development of the screen sector in Wales by encouraging writers, directors and producers to consider their environmental impact, inclusive ways of working, and any skills development or IP extension opportunities from an early stage.

Responsibilities

- To meet with filmmakers to help advise them on our funding, particularly encouraging a wide diversity of applicants in line with our Film is For Everyone Action Plan. This will involve you tracking new and emerging talent taking part in our delegations, training, or our short film scheme as well as responding to enquiries from outside of the company.
- To read and assess applications for development funding from talent at a range of experience levels in line with our funding guidelines and priority areas, taking an active role in decision-making. Specifically, the postholder will assess both small and large award applications for development funding considering not just the experience of the team as a whole but the projects' financial needs and the appropriate level of investment for its stage of development.
- To provide feedback to unsuccessful applicants.
- To issue development funding agreements to templates.
- To provide editorial and strategic guidance to those in receipt of our development funding, providing notes on script drafts and any pitch materials (which may include teasers) along with any other agreed aspects of our development award, which will address the projects' and the teams' needs in a bespoke way and may build in

elements such as script editors, pitch materials or mentorship.

- Working with the Talent Development Manager to matchmake talent on the slates if required. Not all projects we support will have a producer on board and this will be a key area for the postholder to support.
- To support awardees to consider skills, diversity and inclusion, and green impacts along with any other value within their film project. You'll be responsible for each projects' sustainability plan.
- To provide key approvals on projects to unlock payment instalments, monitoring the project's progress.
- To maintain our development slate.
- To feed into reporting obligations, particularly for quarterly board meetings and year-end reviews.
- To support the Head of Department in the development of our talent development strategy.
- To represent the company at meetings, festivals and events, with a particular focus on building relationships with potential applicants, financiers, agents, and other development and production executives.
- 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.
- 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.

Desirable

- Experience of working with immersive content

Minimum Requirements for the Role

Knowledge & Experience

- Previous experience working in a project or talent development capacity within Film, TV, theatre, or immersive.
- Experience of providing strategic as well as editorial feedback on feature film and/or short film screenplays and packages.
- Experience and key relationships within the feature film industry.
- A proven track record of promoting and supporting diversity and inclusion.
- Computer literate with a good working knowledge of Microsoft Office (including Teams) and Zoom.

Skills & Approach

- An ability to identify and nurture creative work and diverse talent.
- Detail-orientated.
- The ability to develop and maintain good working relationships with partnership financiers, stakeholders, and the talent we support.
- Collaborative and interested in joining the dots between their work and others and excited by the opportunity for their work to support broader change.
- Tact and diplomacy skills, particularly when providing feedback.

Desirable Skills & Experience

- Experience of working with immersive content.

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.

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.](#)