

This is the information pack for the post of:

Talent Coordinator

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 crucial post supporting the Talent Department. Ffilm Cymru is an ambitious company to work for with a friendly team.

Whilst a lot of what we do focuses on the detail of individual films in development and production and the careers of Welsh writers, directors or producers, we aren't just a film fund. Ffilm Cymru's unique role as a sector development agency means that, with everything we do, we are always looking toward how we can build a sector that is more sustainable, inclusive and entrepreneurial. You can see this in our [Green Cymru](#) programme, our award-winning [Foot in the Door](#) training programme, and even in the provision for childcare within our [project development](#) budgets.

You can expect the work to be varied and rewarding. If you're organised and eager to learn more about the feature film industry then this job could be for you!

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 Kim Warner on applications@ffilmcymruwales.com outlining your availability and clearly illustrating how your experience and skills meets the [Minimum Requirements](#) and the job specification detailed within this pack.

Ffilm Cymru Wales
Job Description: Talent Coordinator



Please use the subject header: Talent Coordinator Role.

Please submit your application by **Midday, Friday 1st November 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.

If you are an internal applicant working at Ffilm Cymru please discuss with your line manager prior to applying.

Interviews will be held on the **7th or 8th November 2024 TBC**, either online or in person.

Diversity, Inclusion and 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 Requirements 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

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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 open to flexible working proposals but job sharing would not be possible on this role due to the nature of it being two days a week. Please detail your flexible working proposal within your cover letter if applicable. Some weekend or evening working may be required (with due notice) if events take place during that time, for which TOIL (time owed) will be accrued.

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.

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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:** Talent Coordinator part-time, fixed term to 31st March 2025 (part-time of 2 days a week or equivalent, scheduled as candidate prefers)
- Reports to:** Talent Development Manager
- Location:** Wales. The candidate should be in commuting distance to Cardiff due to the nature of the work but there is potential to work remotely at times.
- Interview dates:** 7th or 8th November TBC online or in person. Please confirm on your application form if you are unable to attend either of these dates.
- Compensation:** £24,750 per annum adjusted pro-rata plus pension and 28 days holiday in addition to Public Holidays, sick pay and parental leave.
- How to apply:** Unless we've agreed an alternate application format with you, you should email a CV and cover letter to applications@ffilmcymruwales.com outlining your availability and your experience and skills against the Minimum Requirements outlined in the job description.
- Deadline:** Friday 1st November 2024 at midday

Aims of the Role

To support the Talent Development Manager with the administration related to our continual professional development activity, which spans 121 advice surgeries, festival delegations, talent showcases and larger scale training labs.

Full Responsibilities

- To be a first point of contact for enquiries to the department relating to our continual professional development (cpd) activity for filmmakers
- Booking travel, catering, venues and accommodation and making other arrangements related to our cpd activity
- Organising and minuting decision-making meetings
- Filing and collation of data relating to the above in order to report to our stakeholders including maintaining our diversity monitoring system alongside the Department Coordinator
- Filing application materials and checking applications for errors or missing information and chasing on that information in communication with the relevant member of staff
- Being a first point of contact for 'access support requests' from applicants to our cpd funds or bursary requests from participants in our cpd activity. By this we mean requests for support such as British Sign Language or childcare, which might otherwise prevent someone from applying to us or participating in our activity. We will provide you with guidance to manage these enquiries
- Maintaining our company activity calendar to help with scheduling of activity and to identify clashes or join up with other activity in the company
- Developing our talent and industry contact tracking systems

- To represent the company and provide general support at any in-person events we organise
- To support with social media and promotion of activity
- 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 undertake any other duties that may be reasonably required or delegated by your line manager.

Minimum Requirements for the Role

Knowledge & Experience

- Experience of using Microsoft Office Suite, Zoom and Teams.
- Professional experience of handling administration such as raising purchase orders, catering and venue hire, travel bookings and diary management
- Professional experience of coordinating online and in person events and reporting to funders (ideally public funders)

Skills & Approach

- An enthusiasm for independent film and cinema documentary.
- Good organisational skills with the ability to prioritise and to manage and meet deadlines.
- Detail-orientated.

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- Good communication skills both in relation to communication with filmmakers and internal project management

Desirable

- An understanding and appreciation of the challenges and barriers facing those interested in entering or maintaining a career in the creative industries
- Professional experience of providing access support for those who identify as D/deaf, hard-of-hearing, Disabled or neurodiverse.
- Professional experience of working on events and training related to the screen industries.
- The ability to communicate in Welsh.

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
- 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.](#)