

JOB DESCRIPTION

1. ORGANISATION

POST TITLE: Film Challenge Project Manager

LOCATION: Scotland, Remote working likely

STATUS: Full time, 37 hours per week. Contract May 2021 – March 2022

SALARY: £27,000 - £30,000 p/a pro rata or a set fee at this level.

2. JOB PURPOSE

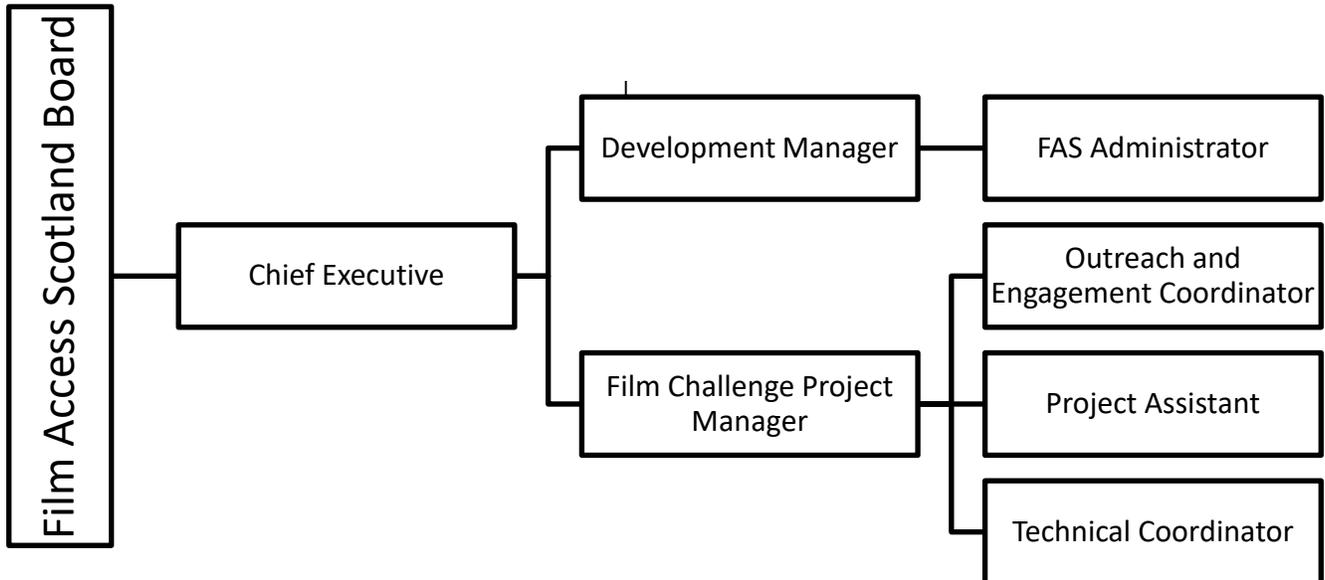
Climate Challenge: 1.5° Films is a short film competition that will invite the public to discuss and explore the environment and climate change and how it intersects with their own lives. Youth workers, arts organisations, community groups, schools, teachers, educators and other key stakeholder groups will be invited to take part in climate literacy and short filmmaking skills training workshops, which will kick start a period of filmmaking activity.

Working with the Film Access Scotland Chief Executive and Development Manager, as well as Film Access Scotland's member organisations, the Project Manager is required to co-ordinate and manage delivery of the Climate Challenge: 1.5° Films project. The successful candidate will oversee the smooth running of the project, with responsibility for developing and implementing the project plan and budget on time and on target. The role will require working with internal Film Access Scotland member organisation partners, as well as external partners and funders, to support the production of the project, including training, workshops and events.

The Project Manager will be based in Scotland, with remote working initially likely, with office space working at one of the Film Access Scotland member organisations, subject to Government guidance. The role will include some travelling across Scotland.

The role requires the line management of a team that will handle outreach and technical aspects of the project, with a Project Assistant to support the Project Manager in developing the funding partnerships, social media, website updates, promotion of events including a celebratory awards event, and the delivery of the overall programme.

3. REPORTING RELATIONSHIPS



4. MAJOR TASKS

- 4.1 Management and administration of Climate Challenge: 1.5° Films project
- 4.2 Management of project plan, project budget and cash flow
- 4.3 Support the production of project, including training, workshops and events
- 4.4 Provide support and be a secondary contact to community/project groups

5. ACTIVITIES

5.1 Management and administration of Climate Challenge: 1.5° Films project

- 5.1.1 Work with Film Access Scotland partners on the design of a training programme and timeline to be offered to groups, teachers, educators, leaders and other facilitators, based on a programme developed by Screen Scotland in conjunction with Keep Scotland Beautiful.
- 5.1.2 Line management of Project Assistant, Technical Coordinator, Outreach & Engagement Coordinator, and volunteers.
- 5.1.3 Attend Steering Group and Advisory Group meetings and keep project partners updated of key developments.
- 5.1.4 Identify and develop delivery and funding relationships with additional project partners (Film Access Scotland organisations, external groups and networks), who may provide support in kind or cash through their own time and other resources.

5.2 Management of project plan, project budget and cash flow

- 5.2.1 Plan, develop and deliver the overall schedule and budget of project, leading to an awards ceremony event(s).
- 5.2.2 Liaise with funders – Screen Scotland.
- 5.2.3 Coordinate information collection for evaluation and reporting.

5.3 Support the production of project, including training, workshops and events

- 5.3.1 Identify and develop a core team of experienced film educators who can provide training and aftercare, and to ensure they are sufficiently confident in climate literacy.
- 5.3.2 Identify and develop a core of trained youth workers who can undertake further film project training to build their practical experience.
- 5.3.3 Creation of online information pack with a Call for Entries.
- 5.3.4 Contribute to designing promotional material for online, print, other comms for all elements of the Project.
- 5.3.5 Contribute to assessing the submissions and identification of competition winners.
- 5.3.6 Contribute to the launch of the website and updates with news and events calendar.

5.4 Provide support and be a secondary contact to community/project groups

- 5.4.1 Support the development of identified groups' capabilities in film education by working with Film Access Scotland partners to deliver training for groups leaders.
- 5.4.2 Broker training in Climate Literacy for groups engaging in the project.

Person Specification

Job Title: Film Challenge Project Manager

Salary: £27,000 - £30,000 p/a pro rata

CRITERIA	ESSENTIAL	DESIRABLE
1. EXPERIENCE	<p>Proven experience of project management and planning and delivering events (at least 2 years)</p> <p>Line management experience with an oversight of team and volunteers (at least 2 years)</p> <p>Experience of developing, managing and implementing a complex project plan and project budget, on time and on target (at least 2 years)</p> <p>Good understanding and knowledge of Scotland’s screen sector, preferably with experience of working in a relevant sector: film education, community arts and/or event management</p> <p>A history of forming partnerships and delivering successful multi-partner projects</p>	<p>Experience of working with socially engaged arts projects</p> <p>Experience with online delivery and working with participants/staff remotely</p> <p>Experience with and understanding of film practice</p> <p>Good contacts within relevant sectors (Creative Industries, Screen, Education, Community & Lifelong Learning)</p>
2. SPECIAL SKILLS/ APTITUDES	<p>Strong organisational skills</p> <p>A proven ability to work alone as well as part of a small team and to prioritise and organise your own workload</p> <p>Ability to develop strong working relationships and communication skills within a wide range of settings including community groups and individuals, funders and stakeholders, arts and third sector organisations</p> <p>Ability to work to agreed targets and timeline and to monitor progress against a project action plan</p> <p>Communication, research and presentation skills (reports, meeting management, presentations etc.)</p> <p>Collaboration and partnership skills</p> <p>Planning and work management skills</p> <p>Strong IT skills</p> <p>Knowledge and understanding of relevant legal requirements and good practice in Child/Vulnerable Groups Protection and Health & Safety</p>	<p>Evaluation skills</p> <p>Awareness of working practices that promote equal opportunities</p>
3. PERSONAL QUALITIES	<p>Proven commitment to Equality, Diversity and Inclusion</p>	<p>Interest in Environmental Justice</p>