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**JOB DESCRIPTION**

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| **1. ORGANISATION** |
| **POST TITLE:**  Youth Film Festival, Project Coordinator  **LOCATION**: Office likely to be Central Belt. Working practices subject to Government guidance. Home- working likely  **STATUS:**  Full time, 37 hours per week. Initial organisational funding secured to March 2022    **SALARY**: £24,000 p/a pro rata |

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| **2. JOB PURPOSE** |
| Funded by Screen Scotland and managed by Film Access Scotland, the 4th Edition of Film Access Scotland’s Youth Film Festival project will be delivered between August 2021 to March 2022.  This Edition of the Youth Film Festival will comprise a youth-led Festival weekend delivered online and a year-round programme of open, inclusive and accessible activities delivered in person (where possible and appropriate) and online. Film Access Scotland will recruit a Festival Youth Advisory Group, whose members will take on the various roles required to produce and present the Festival. The Festival Youth Advisory Group and other young people will be supported and encouraged to participate in high-quality, inspiring film activities and transformative learning experiences hosted by Film Access Scotland and its network of member organisations on a local, regional and national basis.  The Festival aims to provide a focus and platform to celebrate and promote the quality and diversity of work of Film Access Scotland and its member organisations and to celebrate the work of young people produced under the film access umbrella. It also provides a means to understand and demonstrate the impact of Film Access Scotland, its members and their work through the monitoring and evaluation process.  Working with the Film Access Scotland Chief Executive, Development Manager and Project Assistant, as well as Film Access Scotland’s member organisations, the Project Coordinator will co-ordinate and ensure the successful delivery of the Youth Film Festival Project.  You will be an experienced, energetic and motivated Project Coordinator. You will coordinate: the recruitment of the Youth Advisory Group and its establishment, smooth running and work to produce and present the Festival; the year-round programme of events; relationships with the member organisations; communicating with stakeholders and partners; coordinating social media, website updates and promotion of events, including the Festival weekend and awards event; and delivery of the overall Project. |

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| **3. REPORTING RELATIONSHIPS** |
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| **4. MAJOR TASKS** |
| * 1. Ensuring successful delivery of all aspects of the **Youth Film Festival Project**   2. Ensuring successful delivery of the Youth Film Festival Project: **Festival Youth Advisory Group**   3. Ensuring successful delivery of the Youth Film Festival Project: **Programme of local, regional and national activities August 2021 – March 2022**   4. Ensuring successful delivery of the Youth Film Festival Project: **Festival Weekend November 2021**   5. Project communications including social media   6. Development of a Film Access Sector progression route/map for young people   7. Monitoring, Evaluation and Reporting |

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| **5. ACTIVITIES** |
| * 1. **Coordinating and ensuring successful delivery of all aspects of the Youth Film Festival Project**      1. Coordinating Film Access Scotland member organisations and Project stakeholder and partner relationships to deliver the Project in accordance with the budget and schedule      2. Work as part of the Film Access Scotland team to contribute to delivery of the Festival accordance with its strategic aims and in accordance with Film Access Scotland’s vision, mission and values      3. Contribute to the development of relationships with key representatives from the specialist cinema sector in Scotland      4. Coordinating delivery of the Festival in accordance with the Festival EDI Plan and Monitoring and Evaluation Framework      5. Contribute to the development of diverse audiences and participant groups for the programme of activities      6. Attend Film Access Scotland team meetings and other meetings as required   2. **Coordinating and ensuring successful delivery of the Youth Film Festival Project: Festival Youth Advisory Group**      1. Coordinating the recruitment of the Festival Youth Advisory Group in accordance with the EDI Plan aimed at effective outreach and engagement with a diverse group of young people, liaising with Film Access Scotland members and youth development workers, supporting the progress of the young people through the programme, developing a programme of events, scheduling meetings, developing discussion topics and themes and curating the discussions at meetings      2. Attending Festival Youth Advisory Group meetings and keeping Film Access Scotland and member organisations updated with key programming developments and preparing minutes of meetings      3. Conducting evaluation meetings with the Youth Advisory Group members at the end of the Project.   3. **Coordinating and ensuring successful delivery of the Youth Film Festival Project: Programme of local, regional and national activities August 2021 – March 2022**      1. Coordinate the development of an open, inclusive and accessible programme of events offering young people the opportunity to participate in high-quality, inspiring film activities and transformative learning experiences hosted by Film Access Scotland and its network of member organisations on a local, regional and national basis      2. Coordinating relationships between Film Access Scotland and its member organisations      3. Coordinating the creation of an online programme calendar and booking system   4. **Coordinating and ensuring successful delivery of the Youth Film Festival Project: Online Festival Weekend November 2021**      1. Coordinating and contributing to the planning, development and delivery of a schedule of events leading to the Festival weekend including an awards ceremony / celebratory event(s)      2. Coordinating and contributing to cataloguing, uploading and assessing the submissions and identification of competition winners      3. Working with the Festival technical coordinator      4. Coordinating Festival event volunteers   5. **Coordinating Project communications including social media**      1. Contributing to updating the Film Access Scotland website Project news and events calendar      2. Coordinating social media for the Project and contributing to designing promotional material for online, print and other communications channels for all elements of the Festival   6. **Development of a Film Access Sector progression route/map for young people**      1. Coordinating the collection of information from relevant sources, including Film Access Scotland members, local authorities, public bodies and other organisations who provide training programmes and courses and learning experiences under the film access umbrella      2. Coordinating the development of a visual, interactive Film Access Sector progression route/map for young people   7. **Monitoring, Evaluation and Reporting**      1. Coordinating the collection of information for all aspects of the Festival in accordance with the monitoring and evaluation framework and the Project EDI Plan for monitoring, evaluation and reporting purposes      2. Reporting on progress at Project team meetings, feeding into the overall Project planning process      3. Providing post-Project reporting including statistics, successes, case studies and suggestions for improvements      4. Contributing to the preparation of interim and final project monitoring reports for Screen Scotland and other funders   8. Providing all other project coordination tasks as may be required to deliver the Project to budget and schedule.   9. Providing support to other Film Access Scotland Project Coordinator(s) in connection with other projects from time to time, as necessary. |

**Person Specification**

**Job Title:** Film Access Scotland: Youth Film Festival, Project Coordinator

**Salary:**  £24,000 p/a pro rata

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| 1. EXPERIENCE | Successful project coordinator (at least 2 years) in festivals, film education, community arts or event management  Proven experience (at least 2 years) of project coordination and planning and delivering online and in person events  Good understanding and knowledge of Scotland’s screen sector  Experience of working with large-scale budgets  Experience of coordinating schedules and designing workflows  A history of forming partnerships and coordinating successful delivery of multi-partner projects  A proven ability to work alone as well as part of a small team and to prioritise and organise your own workload  Knowledge of relevant legal requirements and good practice in Child/Vulnerable Groups Protection and Health & Safety | Experience of working with socially engaged arts projects  Practical understanding of the production of festivals and events  Good contacts within relevant sectors (Creative Industries, Screen, Education, Community & Lifelong Learning)  Experience with online delivery and working with participants/staff remotely |
| 2.  SPECIAL SKILLS/ APTITUDES | Excellent interpersonal skills with people of all ages and backgrounds  Ability to develop strong working relationships within a wide range of settings including community groups and individuals, funders and stakeholders, arts and third sector organisations  Ability to work to agreed targets and timeline and to monitor progress against a project action plan  Experience of evaluating own work and of working with others to measure project impacts  Strong communication, research and presentation skills (reports, minute taking etc.)  Strong collaboration and partnership skills  Strong planning and work management skills  Strong IT, numeracy, organisational and problem solving skills | Evaluation skills  Awareness of working practices that promote equal opportunities |
| 3.  PERSONAL QUALITIES | Proven commitment to Equality, Diversity and Inclusion  Understanding of Equality, Diversity and Inclusion policy and practice |  |