

## Young People's Project Co-ordinator Job Profile

**Reporting to:** Creative Skills Manager  
**Responsible for:** Relevant temporary staff, freelance personnel and volunteers.  
**Works closely with:** The Project Support Officer, HR and Administration Co-ordinator, marketing and programming teams, external partners and funders.

### Purpose of Post:

The primary function of this post is to support the Creative Skills Manager in the organisation of all our young people's talent, skills and education initiatives and to oversee their successful administration and delivery.

A significant amount of activity will be in response to BFI funded programmes and the post holder will be responsible for liaising with this funder and co-ordinating reporting and monitoring requirements.

The post is a key role in relation to ensuring safeguarding policies and protocols. It requires a DBS check which will be carried out by the organisation.

### Main Duties & Responsibilities:

- In conjunction with the Creative Skills Manager, to organise and oversee young people's initiatives including a film programming group culminating in a festival, a residential course on film presentation and programming, a residential course of film archiving and curation, and a short intensive course on film making.
- To lead on the administration of these initiatives alongside the Project Support Officer and HR and Administration Co-ordinator.
- Liaising with partners in relation to their delivery and to co-ordinate placements and industry experience for participants.
- To support the Creative Skills Manager in the creation of applications to the BFI and other appropriate sources.
- Managing budgets and financial reporting with the support of the Finance Team.
- In conjunction with community engagement and marketing colleagues, to promote recruitment for activities and the promotion of programmes and their impact.
- Contributing to the development of course curriculums and to identify and tutors and partners to deliver these to excellent standards.
- Exploring digital platforms as a method of further learning transfer, legacy and the monetisation of content.
- Ensuring safeguarding policies and procedures are disseminated and delivered across all relevant activity.
- Implementing the delivery of learner qualifications when appropriate.

- Signposting resources and continuing support for learners and participants after activities. Currently including the Film Academy Alumni programme.
- Co-ordinating monitoring, evaluation and reporting to funders accurately and in a timely fashion.

## Person Specification:

### Essential:

- Experience of working within the arts and cultural sector.
- Experience of working with young people.
- Experience of co-ordinating and delivering learning programmes.
- Experience of working in support of people with a range of access needs.
- Skills and experience in grant management, evaluation and monitoring.
- Skills and experience in project and budget management.
- A demonstrable understanding of equality, diversity and inclusion.
- Knowledge of safeguarding practices and experience of implementing them.
- Good written, communication and presentation skills.
- IT literacy with desirable experience of using grant portals and dashboards.
- Experience of co-ordinating teams of staff and volunteers.
- The ability to self-organise and prioritise workload.

### Desirable:

- Experience and knowledge of film culture and production and / the Independent Film Exhibition sector.
- Experience of working on BFI funded programmes.
- Knowledge of experience of developing digital learning programmes.
- Pre-existing relationships with companies from the film and screen industries.
- Experience of using screen writing/film editing software.
- Delivery experience of film or creative media workshops.
- Previous safeguarding training.
- An understanding of data protection regulations.

## Key Terms:

<b>Duration:</b>	Fixed term contract from 1 <sup>st</sup> November 2025 to 31 <sup>st</sup> March 2026.
<b>Hours:</b>	30 hours per week over 4 days with some weekend and evening working required.
<b>Salary:</b>	£26,520 pro rata, per annum.
<b>Holidays:</b>	Pro rata from the per annum entitlement of 29 days annual leave including statutory holidays (5 additional days after 5 years' service).
<b>Base:</b>	Showroom Work Station in Sheffield with occasional travel required. Some remote working permitted.
<b>Notice Period:</b>	4 weeks.