

JOB DESCRIPTION

1. ORGANISATION

POST TITLE: Director

LOCATION: Scotland (flexible)

STATUS: 2 Year Fixed-Term

SALARY: £36,000 (hours negotiable dependant on experience)

2. JOB PURPOSE

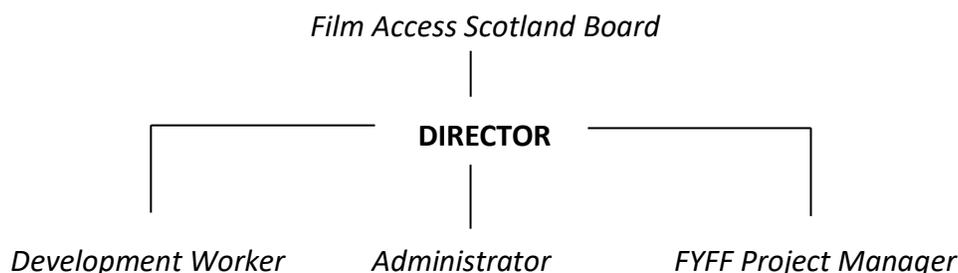
Supported by leading organisations across the Film and Media sector and a small development team, the **Director** will be responsible for the development of the organisation's infrastructure and staff team, sectoral development and the strategic presence of the sector nationally.

The post-holder will be responsible for managing and directing the Development Team to support the achievement of the outcomes featured in the Strategic Plan. The team will consist of 1 x f/t Development worker, 1 x part-time Youth Film Festival Project Manager and 1x part-time Administrator

The post-holder will focus on establishing a clear understanding of the impact that the sector has on individuals, communities, education, and the screen industry as a whole; developing a national membership structure encouraging new members and associates to become part of the Film Access Scotland movement; and creating appropriate platforms through which the work of the sector can be understood and celebrated at a local, national and international level.

The post-holder will develop an evaluation framework that will encourage and promote best practise that will be rolled out across Scotland, and lead on the development and implementation of a financial strategy that will establish and embed a sustainable future for both the organisation and its members.

3. REPORTING RELATIONSHIPS



4. MAJOR TASKS

- 4.1 Enhance the strategic presence of the sector**
- 4.2 Improve the national infrastructure and lead sectoral development**
- 4.3 Improve governance and membership engagement across the sector**
- 4.4 Raise the profile of the sector and its members**
- 4.5 Create a sustainable sector**

5. ACTIVITIES

5.1 Enhance the strategic presence of the sector

- 5.1.1 Developing 'Film Access' as a sector throughout Scotland for the value of the impact that it makes.
- 5.1.2 Promoting Film Access Scotland values and practice so that it is understood and shared by others nationally and internationally.
- 5.1.3 Engage in sectoral debates at 'senior' [political & strategic] levels, regionally and nationally to ensure that Film Access Scotland is recognised as a key consultee on all matters related to the screen industries.
- 5.1.4 Undertake tangible partnership work with other relevant sectors in order to further increased the reach and impact of Film Access Scotland.
- 5.1.5 Ensure that 'Film Access' in Scotland is recognised through the delivery of international collaborations.

5.2 Improve the national infrastructure and lead sectoral development

- 5.2.1 Broaden 'Film Access' opportunities in both scale and reach; increasing participation opportunities for under-represented groups.
- 5.2.2 Establish a programme of events and engagement, creating a platform for organisations working in the sector to share good practice, raise the profile of the sector and create more opportunity for access, delivered through a consortium approach.
- 5.2.3 Encourage partnership working across the sector to build capacity and reach.

5.3 Improve governance and membership engagement across the sector

- 5.3.1 Create a clear understanding of the vision of the organisation and the role that each stakeholder can play in supporting and delivering it
- 5.3.2 Create and manage an effective governance structure for Film Access Scotland.
- 5.3.3 Grow Film Access Scotland's membership across Scotland with members in all regions.
- 5.3.4 Support Film Access Scotland member organisations to develop and deliver best practice resulting in a more resilient sector.

5.4 Raise the profile of the sector

- 5.4.1 Be a dynamic advocate for the sector at a national/international level.
- 5.4.2 Lead on the development and delivery of the organisation's communication and marketing strategy.
- 5.4.3 Oversee a series of Film Access Scotland events including film festivals, events and programmes.
- 5.4.4 Deliver an annual conference/celebration to showcase and increase the profile of Film Access Scotland and film access work.

5.5 Create a sustainable sector

- 5.5.1 Develop an evaluation framework in order to evidence the value of the sector.
- 5.5.2 Develop and implement a financial sustainability plan for the organisation.
- 5.5.3 Support, advise and lead on national Film Access Scotland consortia funding applications.
- 5.5.4 Build the capacity across the sector in order to increase and diversify income streams.

Person Specification

Job Title: Film Access Scotland Director

Salary: £36,000 (hours negotiable dependant on experience)

CRITERIA	ESSENTIAL	DESIRABLE
1. EXPERIENCE	<p>Significant experience at a senior leadership level in one or more of our key interrelated sectors (Screen, Community, Education or Lifelong Learning).</p> <p>Up to date knowledge of current policy across Scotland and the UK in relevant sectors (Screen, Education, Community and Lifelong Learning), with specific knowledge and understanding of policies directly affecting and/or relating to film access.</p> <p>Proven track record and strong connections within relevant sectors (Creative Industries, Screen, Education, Community & Lifelong Learning).</p> <p>Experience of securing and/or distributing funding.</p> <p>Strong knowledge and experience of the funding landscape in Scotland.</p> <p>Experience of leading a small and dedicated team effectively to ensure maximum results.</p> <p>Proven experience of building effective partnerships.</p>	<p>Experience in establishing and/or overseeing organisational governance structures.</p> <p>Experience of influencing policy at a strategic level.</p> <p>Experience of developing and delivering effective communication and marketing strategies.</p>
2. SPECIAL SKILLS/ APTITUDES	<p>Good negotiation skills.</p> <p>Comfortable with public speaking.</p> <p>Ability to use initiative and to prioritise tasks.</p> <p>Ability to communicate effectively with a wide range of people.</p> <p>Ability to work in a way which promotes equal opportunities.</p> <p>Ability to understand the big picture, make connections and find innovative solutions.</p>	
4. PERSONAL QUALITIES	<p>Proven commitment to Equality, Diversity and Inclusion.</p> <p>A charismatic passionate advocate for one or more of our key sectors (Screen, Education, Community and Lifelong Learning).</p>	