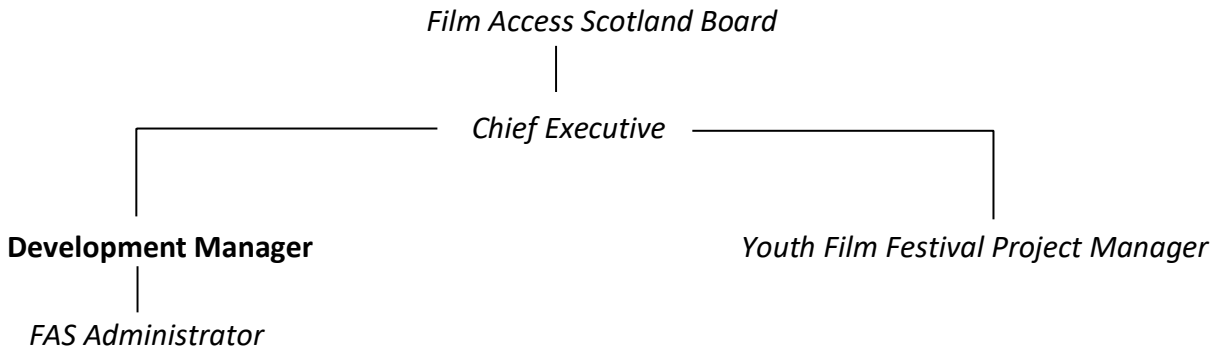


JOB DESCRIPTION

1. ORGANISATION
<p>POST TITLE: Film Access Scotland Development Manager</p> <p>LOCATION: Office likely to be Central Belt, working practices subject to Government guidance and some home-working likely</p> <p>STATUS: Full time, 37 hours per week. Initial funding secured to September 2022</p> <p>SALARY: £26,371 - £29,070 p/a</p>

2. JOB PURPOSE
<p>Supporting the FAS Chief Executive, you will work as part of the Film Access Scotland team to coordinate and manage delivery of the actions set out in the Strategic Plan from an operational perspective.</p> <p>You will support the Chief Executive in enhancing the strategic presence of the moving image and media access sector and play a key role in improving the national infrastructure, including governance and membership development.</p> <p>You will be a dynamic advocate for the sector, contributing to the organisation’s marketing and communications plan and will be instrumental in the development of a sustainable sector, by working alongside the CEO and member organisations to develop a sustainable financial strategy, including securing both contracted and grant income.</p>

3. REPORTING RELATIONSHIPS
 <pre> graph TD Board[Film Access Scotland Board] --> CEO[Chief Executive] CEO --> DM[Development Manager] CEO --> YFFPM[Youth Film Festival Project Manager] DM --> FASAdmin[FAS Administrator] </pre>

4. MAJOR TASKS

- 4.1 Improve the national infrastructure and sectoral development
- 4.2 Improve governance and membership engagement across the sector
- 4.3 Raise the profile of the sector
- 4.4 Create a sustainable sector

5. ACTIVITIES

5.1 Improve the national infrastructure and sectoral development

- 5.1.1 Create, develop and sustain positive relationships with individuals and organisations across the sector to build capacity and reach.
- 5.1.2 Increase the scale and geographical reach of moving image and media access participation opportunities for under-represented groups.
- 5.1.3 Facilitate communication and encouraging partnership working between Film Access Scotland, its members and sector partners.
- 5.1.4 Create a platform for organisations working in the sector to share good practice.
- 5.1.5 Use data to understand and articulate the landscape of the sector in order to ensure as many people as possible are provided with an opportunity to benefit from it.

5.2 Improve governance and membership engagement across the sector

- 5.2.1 Support the development and effectiveness of the governance structure of Film Access Scotland.
- 5.2.2 Support the process of converting to charitable status.
- 5.2.3 Work with partner organisations to develop a Film Access Scotland Charter and a range of member benefits.
- 5.2.4 Support and oversee a growth in Film Access Scotland's membership across all regions of Scotland.
- 5.2.5 Support Film Access Scotland member organisations to develop and deliver best practice resulting in a more resilient sector.
- 5.2.6 Contributing to Film Access Scotland member meetings and related development work.
- 5.2.7 Working with Film Access Scotland partners to ensure that members are kept up to date with relevant developments in legislation, regulation and policy and encourage them to respond appropriately.

5.3 Raise the profile of the sector

- 5.3.1 Be a dynamic advocate for the sector at a regional, national and international level.
- 5.3.2 Promote Film Access Scotland's values and practice.
- 5.3.3 Contribute to the development and delivery of the organisation's communication and marketing strategy.
- 5.3.4 Develop a series of programmes and events to raise the profile of the sector.
- 5.3.5 Support the development of the FANS Youth Film Festival.

5.3.6 Develop and deliver an annual conference/celebration to showcase and increase the profile of Film Access Scotland and the work of member organisations.

5.4 Create a sustainable sector

5.4.1 Contribute to the development of an evaluation framework to evidence the value of the sector.

5.4.2 Contribute to the development and implementation of a sustainability plan for the organisation.

5.4.3 Create more opportunity for growth across the sector, delivered through a consortium-based approach.

5.4.4 Develop and maintain a comprehensive database of funding opportunities in Scotland and the UK.

5.4.5 Work with partners in the preparation of Film Access Scotland consortia funding applications.

Person Specification

Job Title: Film Access Scotland Development Manager

Salary: £26,371 - £29,070

CRITERIA	ESSENTIAL	DESIRABLE
1. EXPERIENCE	<ul style="list-style-type: none"> • Good understanding and knowledge of moving image and/or media access development, theory, principles, policy and practice • Significant experience in one or more of our key interrelated sectors (Creative Industries, Screen, Community, Education or Lifelong Learning) • Good current knowledge and understanding of the funding landscape in Scotland and the UK • Proven experience of preparing successful funding applications and securing funding from a range of sources • Proven experience of building effective partnerships • Proven experience of project management and planning and delivering events 	<ul style="list-style-type: none"> • Experience of developing and delivering effective communication and marketing strategies • Good contacts within relevant sectors (Creative Industries, Screen, Education, Community & Lifelong Learning)
2. SPECIAL SKILLS/ APTITUDES	<ul style="list-style-type: none"> • Communication, research and presentation skills (reports, meeting management, presentations etc.) • Collaboration and partnership skills • Data management • Analytical skills • Facilitation and mediation skills • Planning and work management skills • Evaluation skills • Ability to work in a way which promotes equal opportunities 	
3. PERSONAL QUALITIES	<ul style="list-style-type: none"> • Proven commitment to Equality, Diversity and Inclusion 	