



**Welcome to our information pack  
for the post of:**

**Project Manager - Young Audiences Content Fund  
(Fixed Term for 24 months – with potential to extend by a further 12  
months)  
Based in Leeds**

The following information is provided to assist your application. Information about the BFI can be found at our website: [www.bfi.org.uk](http://www.bfi.org.uk) with information specifically about job vacancies at [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities)

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**Welcome to our information pack for the post of:  
Project Manager - Young Audiences Content Fund (fixed term 24 months)**

**1. How to Apply:**

Thank you for your interest in the role. I hope that you find this information pack helpful and we look forward to receiving your application.

Over recent years, Ofcom have identified a decline in commissioning across original content for children and young audiences. In 2018, the Department for Digital, Culture, Media and Sport (DCMS) allocated up to £57m over three years for a pilot Young Audiences Content Fund. The Fund aims to stimulate the creation of distinct, high-quality content that entertains, informs and reflects the experience of growing up across the UK today. It will be a major new opportunity for creative UK content makers and commissioners to partner on the production and development of projects that embrace the values of public service broadcast content. The successful applicant for the post of Project Manager - Young Audiences Content Fund will play a crucial role in the operation of the Fund.

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification plus our completed equality and diversity monitoring form.

Please submit your application by **Sunday 24 February 2019**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: [opportunities@bfi.org.uk](mailto:opportunities@bfi.org.uk) or telephone: 0207 957 8949 who will be happy to help. Please be aware that Google Chrome users may experience technical issues when submitting an application online and are recommended to use an alternative browser.

First interviews will be held in the week commencing **4 March 2019**.

If you have any questions or want to discuss the post prior to applying please contact Lily Slydel, YACF Coordinator, via e-mail at [Lily.Slydel@bfi.org.uk](mailto:Lily.Slydel@bfi.org.uk).

I look forward to receiving your application.

**Jackie Edwards**  
**Head of Young Audiences Content Fund**

## 2. Job Advert

### **Project Manager - Young Audiences Content Fund** **Salary £44,673 - £52,263 per annum plus generous benefits package**

#### **Fixed Term Position – 24 Months with potential to extend for a further 12 months**

We are looking for a Project Manager to facilitate and manage the effective delivery of the BFI Young Audiences Content Fund.

For background, this is a new team set up as the Department for Digital, Culture, Media and Sport (DCMS) has allocated £57m over three years to the BFI for the Young Audiences Content Fund to address a decline in commissioning content for children and young audiences. It will be a major new opportunity for creative UK content makers and commissioners to partner on the production and development of projects that embrace the values of public service broadcast content.

The role will work alongside executives responsible for investment of funds into production and development, assisting in negotiations with third parties and assisting executives with production finance issues. You will be responsible for creating and monitoring production budgets and cash flows for commissions, and will be liaising with the BFI finance team, external partners, and production partners.

The successful candidate will have a thorough understanding of the Children's Production and Broadcast landscape in the UK and internationally and proven experience of production budgets and financial management within the broadcast sector.

Based in Leeds, with occasional visits to London, you will enjoy benefits such as our pension scheme, excellent family support including flexible working, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

Further details about the post can be obtained by visiting [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities).

The closing date for applications is **Sunday 24 February 2019**  
First interviews will be held in the week commencing **4 March 2019**



*We support diversity and inclusion*

### **3. The package - salary and benefits**

All roles at the BFI are individually evaluated. This role is graded at Level 3B and the salary range is £44,673 - £52,263 per annum.

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role, if that is higher than our minimum point.

#### **Benefits**

At the BFI we offer a wide range of benefits to our employees including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; enhanced maternity, paternity and shared parental pay
- We promote and support flexible working
- Our Employee Assistance Programme provides advice and support for employees and their key family members across all life events
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% employee discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% employee discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% employee discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

*Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.*

## **Diversity & Inclusion**

We welcome applicants from all backgrounds.

We want to make sure our workforce is diverse and representative of the communities we work with, and that our opportunities are open to all.

- We are Stonewall Champions. Stonewall works for equality and justice for lesbians, gay men and bisexuals.
- We are a Disability Confident employer, accredited by Jobcentre Plus.
- Our two areas of under-representation are BAME re ethnicity and disabled people. To encourage applications from both communities we offer an interview / invite to stage 1 of our selection process to all candidates who meet our job specification minimum requirements for the role they have applied to.
- We are members of the Employer's Network for Equality and Inclusion.
- We are members of the Southbank Employers Group, a partnership with a long-term commitment to improving the everyday experience of the area for employees, visitors and residents alike.

## **People Engagement and Wellbeing**

The BFI takes our responsibility to engage and develop our employees seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager.
- Meetings are held at Directorate, Department, team and individual level with 'all employee' events each quarter.
- Our brand values are 'Approachable, Inspiring and Responsive'.
- We are committed to promoting diversity and inclusion across all our activities. A cross BFI representative steering group assists us plan and monitor our initiatives.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health 1st Aiders at each main site, we took part in the MIND Wellbeing Index in 2017/18 and run regular workshops and initiatives
- We regularly review our staff engagement strategies to see how we are doing

#### **4. The BFI**

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, a charity core funded by Government
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

In November 2016 we launched [BFI2022](#), our strategic plan for film for 2017-2022. It focuses on the future, with three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences. The new strategy builds on the successes and direction of our previous five-year plan – Film Forever (2012-2017).

## 5. The Role

### Job Description

<b>Directorate:</b>	Film Fund
<b>Department:</b>	Young Audiences Content Fund
<b>Role:</b>	Project Manager
<b>Grade:</b>	3B
<b>Accountable to:</b>	Head of Young Audiences Content Fund with dotted line to Senior Manager, Operations, Partners and Projects and Production Finance.
<b>Location:</b>	Leeds
<b>Main internal contacts:</b>	Fund Executives, Production Finance, Operations, Partners & Projects team
<b>Main external contacts:</b>	Production Companies, Broadcasters
<b>Main Aims:</b>	

To facilitate and manage the effective delivery of the BFI Young Audiences Content Fund.

To work with Fund Executives responsible for investment of funds into production and development, assisting in negotiations with third parties and assisting executives on an as needs basis with production finance issues.

To approve production and development budgets for all applications proposed for an award.

#### Key Responsibilities:

- To support successful delivery and Project management of the pilot phase of the BFI Young Audiences Content Fund (YACF)
- To develop business cases and delivery plans, liaising with partners to ensure effective and successful development and delivery of the BFI YACF
- To monitor and manage contracts and funding agreements to ensure that they are drafted with due consideration to the requirements of regularity and probity
- To create and monitor production budgets and cash flows for commissions, liaising with the BFI finance team, external partners, and production partners
- To ensure all elements of BFI YACF are delivered on time and on budget, and to manage all project strands so as to deliver excellent value for money
- Prepare consolidated cash flows on an individual project and an aggregate basis identifying the amount of uncommitted funding available for investment

- Check and approve all payments to production companies
- Approve and liaise with auditors of final cost statements and internally sign off on final costs
- Maintain and develop the account and internal control systems for the fund
- To provide regular reports to BFI Senior Staff and other stakeholders as requested on progress of project and investments
- To represent the interests of the regional element of the BFI YACF ensuring effective alignment and joint working across all project strands
- To work with evaluation partners to inform and report on plans and against agreed outcomes
- To liaise with BFI senior managers and be able to stand in for the Head of YACF when needed
- To develop and control the project risk register and Issues Log ensuring project management principles are applied across the programme
- To provide support to other aspects of the YACF when necessary
- To actively participate in team meetings, planning, development and team building events
- To keep up-to-date with best practice thinking and developments and research and advise as appropriate on strategic development
- To manage the budget, ensuring that the BFI's Financial Procedures are followed for the management of all assets (including people).
- To manage and develop team members in accordance with the BFI's Performance Management Scheme; ensuring that all team members have regular individual and team meetings, have agreed objectives which they are appraised against and are developed. To work with Human Resources to ensure that opportunities for development are identified and any performance challenges identified and resolved early.
- To ensure that the team are engaged and well informed regarding the Directorate's initiatives and the team's activities
- To hold regular communication and team building events



- To encourage and develop cross team working and collaboration between teams, with teams outside of the Department and Directorate, and with external partners and stakeholders
- To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.
- To be supportive and good team player, supporting others where you can, and actively participating in team meetings, events and the induction and training of new team members
- To promote and support diversity and inclusion in all activities
- To be an ambassador for the BFI through maintaining a professional approach at all times.
- The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures
- To undertake any other duties that may be reasonably required

### **Person Specification**

#### **Minimum Requirements:**

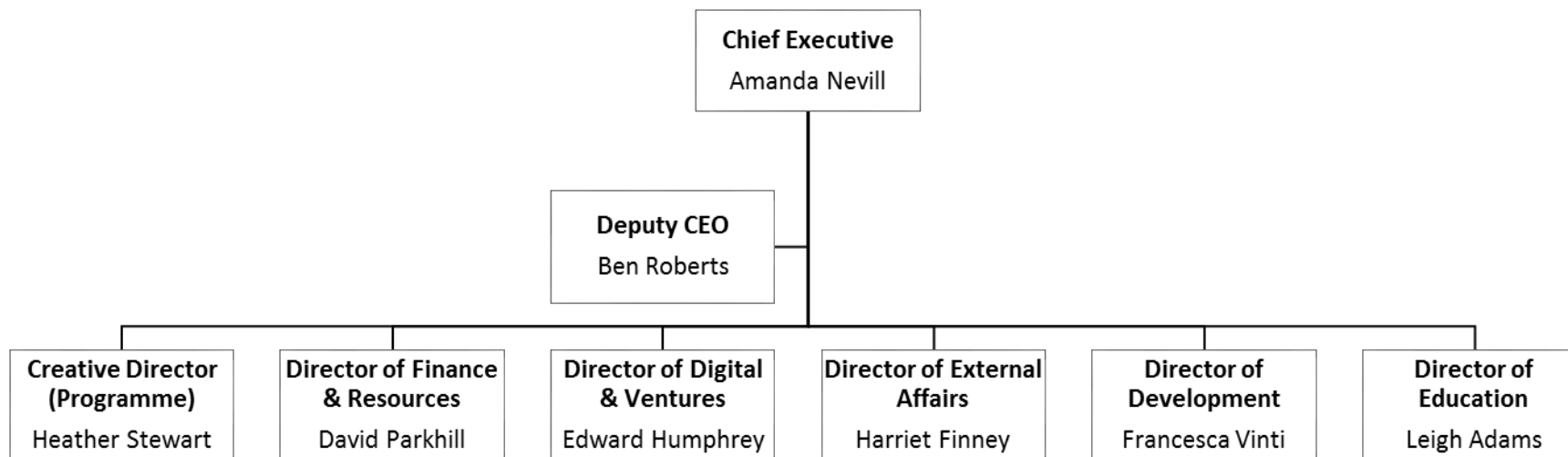
- Educated to degree level or equivalent level of experience
- A demonstrable and thorough understanding of the Children's Production and Broadcast landscape in the UK and internationally
- Highly organized with the ability to manage multiple priorities and meet deadlines and targets whilst working in a busy environment.
- Strong communication skills (both written and oral) and stakeholder management experience
- Experience of production budgets, financial management, budgeting and reporting systems within the public sector and/or children's Production or Broadcast Sector.
- Ability to analyse complex problems and provide creative solutions
- Demonstrable diplomacy and advocacy skills in contract negotiation and compliance (especially funding agreements)

- High level of knowledge and experience of project management processes such as compliances and reporting
- Experience of formal tendering processes and procedures and grant management
- Ability to work with multiple partners in a persuasive, flexible and articulate manner
- Ability to travel to and from other regions outside of core hours as required
- Proven experience of successful people management
- The ability to coach and develop staff
- A proactive and customer focused approach delivered within a best practice framework
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- A proven track record of promoting and supporting diversity and inclusion
- Experience of working as a supportive team member
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders
- A commitment to continual professional development

*The postholder must at all times carry out his/her responsibilities with due regard to the BFI's Policies and Procedures*

**February 2019**

**6. BFI Executive Structure:**



**7. Young Audiences Content Fund Structure:**

