



Welcome to our information pack for the post of:

Development Coordinator (FTC)

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

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Welcome to our information pack for the post of:

Development Coordinator (FTC)

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Development Coordinator will play a crucial role to ensure our success going forward.

1. How to Apply:

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. This includes our equality & diversity monitoring form.

You will not be able to upload additional documents as part of the online application process so please ensure all information requested is included clearly.

Please submit your online application by **Sunday 23 July 2017**.

Interviews will be held week commencing **31 July 2017**.

If you have any questions or want to discuss the post please contact me on 0207 957 4821 or krystal.francis@bfi.org.uk.

Again, many thanks for your interest and I look forward to receiving your application.

Krystal Francis
Human Resources Advisor

2. Job Advert

BFI Development Coordinator (Fixed term for 6 Months)

Salary pro rata £23,199 - £27,141 per annum

We are seeking a Development Coordinator to join the Development team on a 6 month fixed term contract. The focus of the BFI Development Team is raising funds for a wide range of BFI activities through corporate sponsorship, individuals, trusts, foundations and statutory grants.

The post holder will prioritise comprehensive administrative and organisational support for the Director of Development and will also support the wider team across a number of projects. It is a busy role so you will need to have excellent written communication and presentation skills with the ability to deal effectively with people at all levels. As a Development Coordinator we require you to have good organisational skills with a keen eye for detail. You will need excellent IT skills, including experience of database management.

Based in Central London, you will enjoy benefits such as our pension scheme, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

Further details about the post (including an information pack) can be obtained by visiting www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is **Sunday 23 July 2017**.

Interviews will be held week commencing **31 July 2017**.



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. Each pay scale comprises of 5 points, with a 4% increase between each point. Incremental advancement is performance based which is assessed each year. Each year a 4% increase can be gained until the maximum point of the salary scale is reached. This role is graded at Level 2A and the salary points for this grade as at 01 November 2016 are:

£23,199 (minimum)
£24,126 (point 2)
£25,092 (point 3)
£26,097 (point 4)
£27,141 (maximum)

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.

Staff Benefits

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

- BFI pension scheme
- 28-33 days annual leave
- Free tickets to BFI Southbank events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- Childcare Voucher scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% staff discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% staff discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% staff 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.

Staff Engagement

The BFI takes our responsibility to engage and develop staff 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 regularly at Directorate, Department, team and individual level with 'all staff' events from time to time
- A staff engagement survey is conducted regularly 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 film 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 film makers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of film makers 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).

In each area there are significant policy, strategy and public affairs priorities. These include a new International strategy to embrace the work to support a smooth Brexit, launching and delivering a new skills

strategy, a major commitment to diversity and opportunity with the stated aim of the BFI Diversity Standards being universally used by 2022, and a much more active role supporting and advocating for the Nations and regions.

The BFI is a registered charity governed by Royal Charter.

5. The Role

Job Description

Department:	Development
Post:	Development Coordinator
Grade:	2A
Accountable to:	Director of Development
Main contacts:	Development Team; Exec Team & their PAs

Main Aims:

To provide direct administrative support to the Director of Development and to the wider team as appropriate to the priorities set by the Director of Development.

Key Responsibilities:

Act as assistant to the Director of Development, and on occasion the Associate Director of Business Relations (currently on sabbatical) by managing their diaries, documents, mail and database entries.

Provide diary support for the Associate Directors, and on occasion also the department heads in relation to complicated group or team meetings.

Coordinate and service all meetings across the team, including taking minutes, and be responsible for ensuring action points are followed up and delivered as appropriate.

To provide secretarial support for the International Development Council (IDC) and Gala Committee as required.

To work as a resource across the Development Department providing administrative support to the Corporate team, the Individual Giving team and the Trusts and Foundations team, depending on overall team priorities and teams workloads. Likely to include coordination of team-wide publications such as BFI Annual Reports.

Assist with the writing of fundraising applications and reports, and drafting correspondence for the Director of Development

Ensure all information on donors and potential donors is accurate and up to date on the department database (Raisers Edge) and produce reports to support the fundraising process and stakeholder management.

Ensure the timely processing of the Director of Developments' expenses and BFI credit card. Also support other financial processing on BFI's internal finance system – such as team-wide procurement cards, invoices and purchase orders. Work closely with the Operations Team on financial matters.

To update and generate regular status and update reports for BFI Executive, Governors and IDC.

Organise department travel plans including extensive national and international travel, accommodation, meeting itineraries – sourcing best fares and rates.

Support with the production and mailing of invitations, compiling and management of guest lists, confirmation letters, briefings, timetables, RSVPs, table plans, attendance records and feedback as required.

Responsible for ensuring the department has all necessary office resources available, e.g. phones, IT, stationary etc.

To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'

To be collegiate and a good team player, support others where you can, and actively participate in team meetings, events and induction 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.

To become familiar with and adhere to BFI policies and procedures.

To undertake any other activities that may be reasonably required.

Person Specification

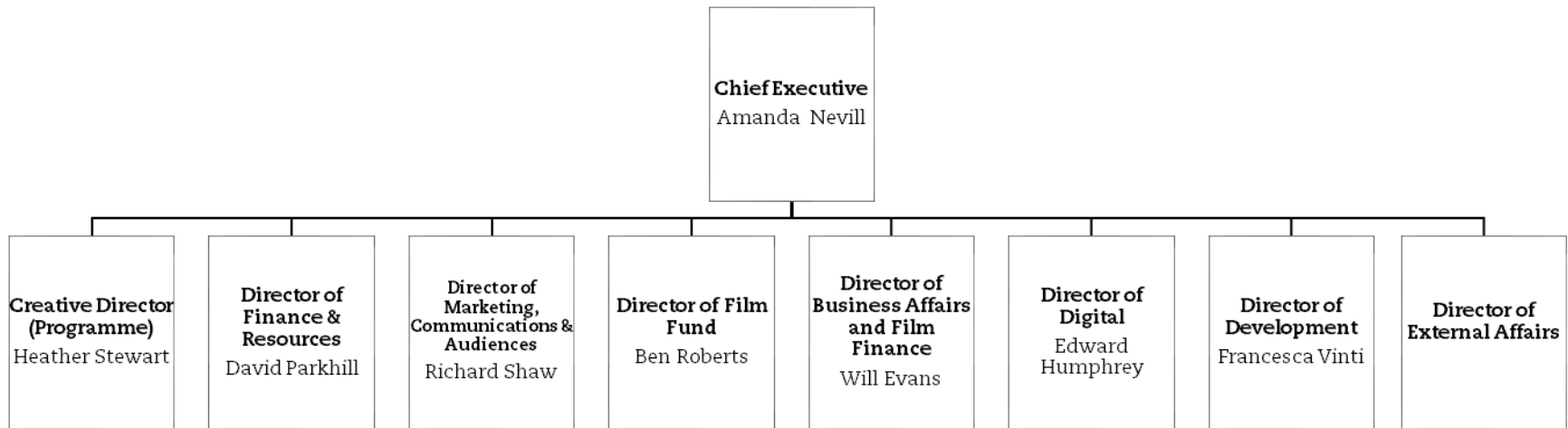
Minimum Requirements:

- Educated to degree level or equivalent experience
- Demonstrable experience working in a similar role preferably in a cultural organisation
- A demonstrable interest in working in a fundraising environment
- Demonstrable experience of coordinating across a number of teams
- Working knowledge of MS Office (Word, Excel, PowerPoint and Outlook) and finance packages
- Good communication skills with the ability to deal effectively with people at all levels
- Excellent written communication skills for composing letters/emails to stakeholders, institutions and organisations
- Ability to prioritise competing deadlines and diary requirements
- Experience using/managing a database system; experience using Raiser's Edge is desirable but not essential
- Proven experience of writing minutes and briefings
- Ability to work diplomatically and confidentiality as and when required
- An ability to work on own initiative and to deal with a wide range and level of contacts and enquiries with tact and diplomacy
- Good command of English with excellent spelling and grammar
- A proven track record of working in a collegiate way
- The ability to develop and maintain good collegiate working relationships with BFI colleagues, partners and stakeholders
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'

- An applied demonstrable commitment to the principles of diversity and inclusion whilst carrying out all responsibilities
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- 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.

6. BFI Executive Structure:



7. Development Organisation Chart

