



Welcome to our information pack

Development Executive

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:

Development Executive

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 Executive will play a crucial role in ensuring 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 plus our completed equality & diversity monitoring form.

Please submit your application by **Wednesday 25 September 2019**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 957 3207 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 on **28 & 29 October 2019**.

If you have any questions or want to discuss the post prior to applying please contact Lauren at: Lauren.Minto-Simpson@bfi.org.uk

I look forward to receiving your application.

Natascha Wharton
Senior Development & Production Executive

2. Job Advert



Development Executive

Salary £36,024 - £42,570 per annum plus generous benefits package
We support flexible working

We are seeking a Development Executive to provide expert editorial feedback and guidance on a wide range of projects in development.

The post holder will, as part of the editorial team, read and assess projects in accordance with the Film Funds editorial priorities, employ strong editing skills on projects in development and provide an inclusive environment to supported and prospective filmmakers.

The ideal candidate will have previous experience working in a development capacity within Film, Television or other relevant industries and will have demonstrable experience of project assessment and story editing skills with a passion for new writing and diverse talent.

Based at BFI Stephen Street, you will enjoy benefits such as our pension scheme, excellent support for working parents, 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.

The closing date for applications is **25 September 2019**.

First interviews will be held on **28 & 29 October 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 3A and the salary range is £36,024 to £42,570.

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.

After successfully completing our 6 months' probation period candidates will progress to the spot rate for the role at £39,360 (if not appointed at that rate or higher).

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; childcare vouchers; enhanced maternity, 4 weeks paid parental leave and enhanced 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 and Film Festivals (the London Film Festival and FLARE)
- 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.

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.
- Our mean gender pay gap was 0.4% as at 31 March 2018.
- We are a disability confident employer.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health First Aiders at each main site.
- 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.

[BFI2022](#) is our strategic plan for film for 2017-2022. It focuses on our three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences. The strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

5. The Role

Job Description

Directorate: DCEO

Department: Film Fund

Role: Development Executive

Grade: 3A

Accountable to: Senior Production & Development Executive

Location: BFI Stephen Street

Main contacts: Film Fund Executives

Main Aims

Working as part of the Film Fund Editorial team, the role of the Development Executive will be: to support the Senior Production and Development Executives and Production and Development Executives to provide expert editorial feedback and guidance to a wide range of projects in development; to read, assess and report on submissions with the strategic priorities of the Film Fund in mind; to work with our Talent Executives to support our BFI NETWORK activity to engage new talent; to engage in emerging form of interactive and immersive storytelling; and provide an inclusive and accessible environment for talented storytellers.

Key Responsibilities

- As part of the Editorial team, to read and assess projects in accordance with the Film Fund's priority areas; to exercise good and fair judgement; and to communicate responses to colleagues and applicants swiftly and confidently.
- Employ strong story editing skills on projects in development and liaise closely with other members of the Editorial team to provide them with notes on drafts of scripts and, where needed, production cuts.
- Take creative meetings alongside other members of the Editorial Team. Writing follow up notes from meetings or screenings as needed.

- Support talent programmes – including those delivered through BFI NETWORK – by liaising with NETWORK Talent Executives and lending editorial support where needed; participating in events and projects.
- Help to improve the overall accessibility of the Film Fund including UK travel as needed, participation in BFI, BFI NETWORK and industry events.
- Attend events, festivals etc. as a Film Fund representative as directed.
- Provide an environment to supported and prospective filmmakers which is built on expertise, trust, respect, inclusivity, enthusiasm and enquiry.
- Undertake research as appropriate / as directed by members of the Editorial Team.
- Develop and maintain suitable methods of feeding information through to the Film Fund and BFI NETWORK
- Be culturally engaged in the Arts (specifically film, theatre, television, games and emerging media)
- Undertake policy research, design and development work as required
- Share expertise and information openly and freely for the benefit of colleagues
- To keep abreast of changes in best practice to ensure that BFI thinking and practice is leading edge.
- Carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.
- Be a 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 through all activities
- To be an ambassador for the BFI through maintaining a professional approach at all times
- The post holder must carry out their responsibilities with due regard to the BFI's policies and procedures.
- To undertake any other related duties that may be reasonably required.

Development Executive Person Specification

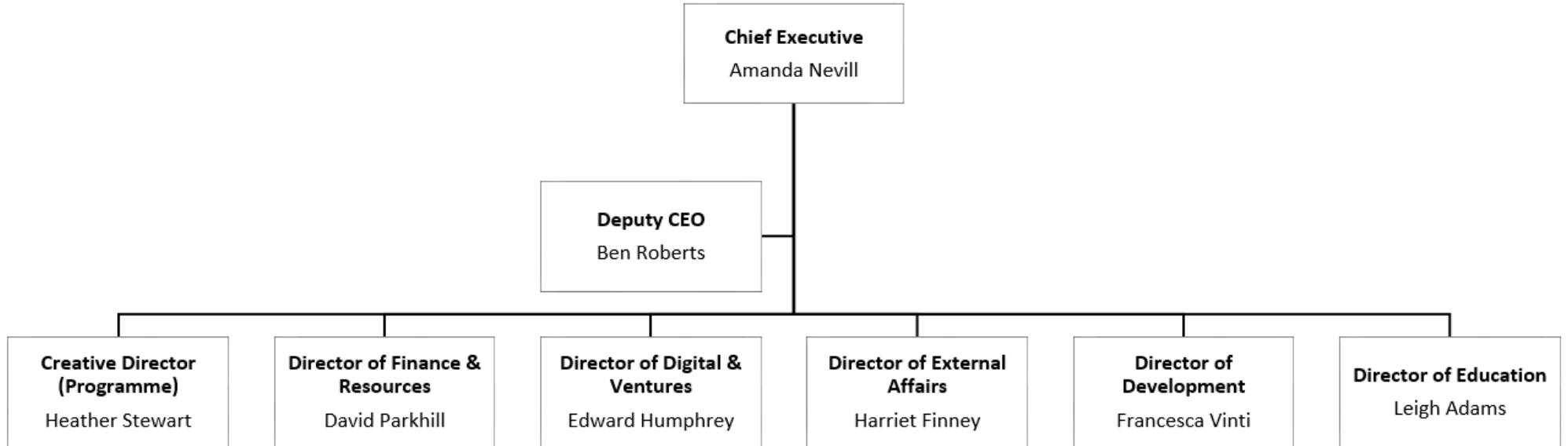
Minimum requirements:

- A minimum of 2 years previous experience working in a development capacity within Film, Television, Emerging Media or other relevant industries
- Demonstrable experience of project assessment, and an ability to identify opportunities and challenges in written and produced work.
- Demonstrable experience of both story editing skills and written and verbal communication skills – with a passion for new writing and diverse talent.
- Demonstrable understanding and enthusiasm for the Film Fund’s strategic objectives and funding priorities, and an ability to communicate them to peers and filmmakers clearly and enthusiastically
- A proven track record of establishing contacts within the film industry
- The ability to act on initiative and have an enquiring mind
- A good working knowledge of the film industry and a commitment to other art forms (such as theatre, literature, comedy, the visual arts)
- Good communication skills with the ability to deal effectively with people at all levels.
- 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.
- A proven track record of working as a supportive team member.
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders.
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.

- A competent Microsoft Office user.
- A commitment to continual professional development.
- Excellent communication and presentation skills with the ability to deal effectively with people at all levels.
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders.
- The ability to prioritise and ensure that key deliverables are monitored, on target or appropriate action taken if not.

August 2019

6. BFI Executive Structure:



7. Film Fund: Department Organisation Chart

