Welcome to our information pack

Fund Assistant
(Fixed Term Contract until March 2021)

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:

Fund Assistant
(Fixed Term Contract until March 2021)

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 Fund Assistant 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 plus our completed equality & diversity monitoring form.

Please submit your application by Friday 3 January 2020**.** If you experience any technical difficulties or require reasonable adjustments for the application process 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.

If you are a BFI internal applicant please click on *Internal Job Opportunities* via My BFI.

First interviews will be held on **Thursday 16 January 2020**
Second Interviews will be held on **Tuesday 21 January 2020**

If you have any questions or want to discuss the post prior to applying please contact me at: Gill.Biddle@bfi.org.uk

I look forward to receiving your application.

Gill Biddle
Project Manager (YACF)

2. Job Advert

Fund Assistant
(Fixed Term Contract until March 2021)
Salary £22,920 - £23,865 plus generous benefits package
We support flexible working

We are seeking a Fund Assistant who will provide general team support to all members of the Young Audiences Content Fund (YACF) plus colleagues as required across other areas of the BFI.

Key responsibilities will include:

- Assisting YACF colleagues on the grants management system, timetabling, preparing and minuting partner planning and review meetings
- Assist YACF colleagues in producing funding agreements and other paperwork for weekly Grant Finance Committee (GFC).
- General office administration, including to organise logistics for events and meetings

The ideal candidate will have:

- Proven administrative experience and organisational skills with the ability to prioritise and manage deadlines.
- Excellent communication and interpersonal skills with the ability to deal with a wide range of contacts effectively
- An ability to deal with a wide range of enquiries with tact and diplomacy.
- An interest in and understanding of Children's television production and development.

Based in Manchester, 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 **Friday 3 January 2020.**

First interviews will be held on **Thursday 16 January 2020**
Second Interviews will be held on **Tuesday 21 January 2020.**

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 1B and the salary range is £22,920 to £23,865.

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 £23,610 (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.

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).

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 lesbian, gay, bi and trans individuals.
- 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, all candidates who meet our job specification minimum requirements for the role they have applied to are invited to stage 1 of our selection process.
- 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.
- 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

5. The Role

Job Description

Directorate: DCEO

Department: Film Fund: Young Audience Content Fund (YACF)

Role: Fund Assistant

Grade: 1B

Accountable to: Head of Fund – Young Audiences Content Fund

Main contacts: YACF colleagues, Film Fund Operations, Partners & Projects team, IT, Digital, Marketing and Communications, Business Performance (GIFTS)

Location: Manchester

Tenure: Fixed term until March 2021

Main Aims

The Fund Assistant will provide general team support to all members of the Young Audiences Content Fund plus colleagues as required across other areas of the BFI.

Key Responsibilities

- Assist the Fund Administrator, Coordinator and Project Manager on the grants management system (GIFTS) by uploading additional documents relating to applications and label with defined naming convention.
- Assist Fund Administrator and Coordinator in timetabling, preparing and minuting partner planning and review meetings.
- Assist Fund Administrator in preparing and producing minutes of decision-making during meetings.
- Service meetings with papers and refreshments as required.
- To support the Business Affairs Executive in producing funding agreements and other paperwork as required.
- To organise team travel, accommodation and logistics for events and meetings as required.

- Help manage other team member's diaries and meeting requests / reminders as and when required.

- Help manage and process other team member's expenses as and when required.

- General office admin including printing, updating team whereabouts board, phone answering and postal collection.

- Assist Fund Coordinator in preparing paperwork for weekly Grant Finance Committee (GFC) meetings.

- Manage, organise and label files as requested by Fund Executives relating to award deliverables within shared fund server.

- Manage and maintain internal frequently asked questions document in relation to questions often raised by applicants with Fund Administrator and Fund Coordinator that all of fund team can refer to as and when queries arise.

- Manage and maintain other record keeping / helpful information documents as required.

- Support Fund Executives in preparations for event and panel attendance such as gathering assets for PowerPoint presentations and making contact with event organizers ahead of attendance relating to logistics and otherwise as required.

- To undertake any other activities that may be reasonably required.

Approach:

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

- To be a supportive and good team member, supporting others where you can, and actively participating in team meetings and events

- 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 activities that may be reasonably required.

Fund Assistant
Person Specification

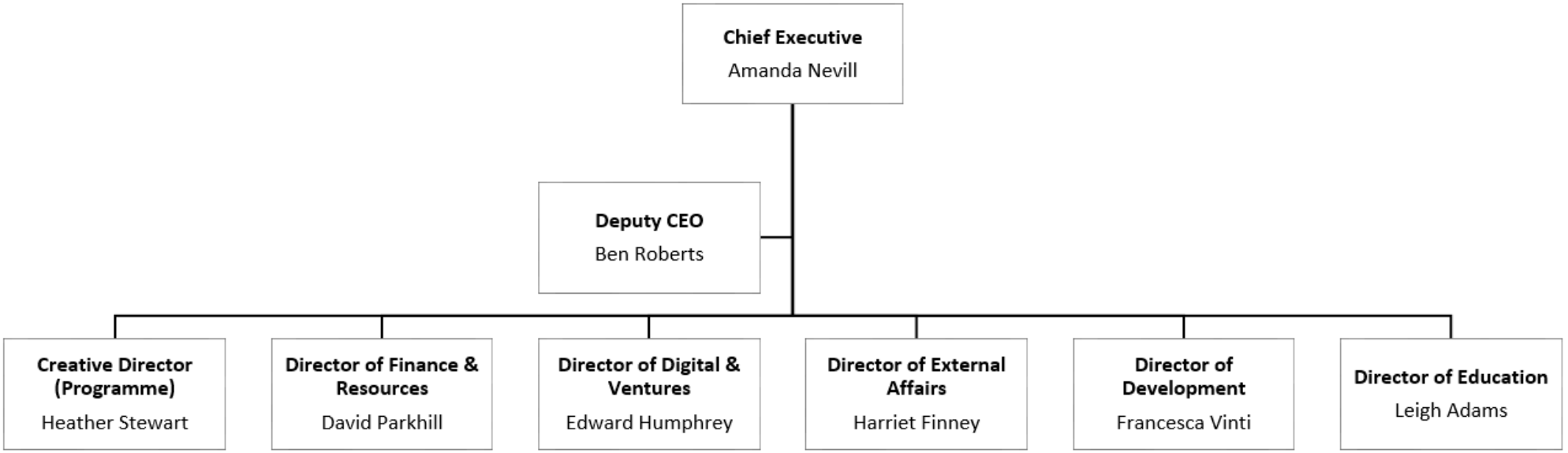
Minimum requirements:

All (Levels 1-5)

- Minimum GCSE Maths and English or equivalent qualification
- Proven administrative experience and organisational skills, with the ability to prioritise and manage deadlines whilst working in a busy environment.
- Experience of team working
- An interest in and understanding of Children's television production and development.
- Excellent communication and interpersonal skills, with the ability to deal with a wide range of contacts effectively.
- An ability to deal with a wide range of enquiries with tact and diplomacy.
- 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
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders
- Working knowledge of MS Office (Word, Excel, PowerPoint and Outlook).
- A commitment to continual professional development

December 2019

6. BFI Executive Structure:



7. Film Fund – YACF: Department Organisation Chart

