

Resources, Training and Online Officer (Learning)

Location:	London, Salford or Birmingham
Department:	Learning
Reports to:	Resources and Online Manager
Direct Reports:	N/A
Contract:	Fixed term 3 days a week until August 2020

About Into Film

Into Film is an education charity that puts film at the heart of children and young people's educational, cultural and personal development.

Over half of UK schools engage with our programme of film clubs, special cinema screenings, and resources and training to support classroom teaching. Alongside rich online content for young audiences, this provides 5-19 year olds with inspiring opportunities to learn about and with film, and develop a passion for cinema.

Role Summary

This fixed term 3 days a week contract for a Resources, Training and Online Officer (Learning) will run until August 2020. The role forms part of the Learning Team within Into Film, responsible for the devising, commissioning and delivery of high quality film-focused learning opportunities and resources for use in both formal and informal learning settings, including Into Film clubs and on our video-on-demand/learning management system (VOD/LMS).

Main Responsibilities:

- Devise, create and deliver interesting and exciting resources, training and online materials and assets, and assist Into Film staff or other writers to do so, including the creation of materials that are both educator and young person facing.
- Project manage the resources, training and online content from initiation to publication or delivery.
- Evaluate resources, training, online materials and related areas of organisational interest through surveys, focus groups and other methods to identify and implement changes and programme developments that meet Into Film's and our audiences' needs and priorities.
- Develop, with the rest of the team, reliable quality assurance processes and documentation for our resources, training and online programmes.
- Positively contribute to the development of the VOD/LMS platform and create materials, resources and content for the platform.
- Carry out both external and internal training to a range of staff and stakeholders, including supporting internal staff with advice and information.
- Assist in the organisation of focus groups and other forms of stakeholder feedback on Into Film products as necessary.
- Assist the Learning team (Resources, Training and Online) in collaborating with external organisations or individuals to create resources and training materials.
- Support the Business Development team by contributing to pitches and amending drafts (schools marketing proposals) for commercial resources to generate income.
- Develop and maintain a good relationship with both training delivery and resource production practitioners, providing training, advice and administrative support.
- Create digital content for eLearning programmes and help moderate any online courses.
- Attend meetings across Into Film and with partners to provide resource and training support across all areas of our work and in collaboration with relevant partners.

- Create, deliver and evaluate pilot programmes to test resource and training content and approaches and ensure products meet internal aims and objectives and our audiences' requirements.
- Complete resources related administrative tasks including assisting with updating team timings plans, quarterly reporting for resources, and managing the clip bank and associated records.
- Complete training related administrative tasks including being the main point of contact for enquiries and supporting on data input and tracking.
- Copy writing for industry journals (e.g. NATE) and the Into Film News and Views.
- Develop and contribute to the Careers and Filmmaking video resources.
- Serve as a representative for the wider Learning team by taking on additional agreed and defined areas of responsibility that support Into Film's strategic areas of focus.

General Responsibilities:

- Commitment to quality internally and in all dealings with the public, members, teachers, children and young people, partners, funders, supporters etc.
- Contribute to the regular monitoring and evaluation of the Into Film's work as required
- Commitment to equality of opportunity in line with Into Film's Equal Opportunities Policy
- Any other reasonable duties assigned by Into Film

Person Specification:

Essential:

- A minimum of 2 years' experience of teaching in the UK.
- Experience of training colleagues, teachers and/or other professionals.
- Experience of creating resources or lesson plans which include moving image/film.
- Experience of online courses.
- Knowledge of the education landscape across all 4 nations.
- Demonstrable creativity and commitment to making resources and training interesting and exciting for teachers/educators and students/young people.
- Excellent communication skills and attention to detail with the ability to write accurately and correctly, and the ability to persuade and influence others and feedback ideas in a professional manner.
- Experience of chairing and guiding meetings.
- Experience of managing a range of projects, from initiation to completion, working with a range of stakeholders.
- Demonstrable understanding of monitoring and evaluation.
- Commitment to film as a powerful tool for education as a cultural art form and a means to engage young people and raise attainment.
- Experience and knowledge of filmmaking to at least a basic level.

Desirable:

- Current knowledge of the Microsoft Office for PC suite, in particular Excel, PowerPoint and Word.
- A love and knowledge of film.

All employees regularly working with children will be required to undertake an enhanced DBS check (and/or Access NI check or Disclosure Scotland check, depending on working location).