

Programme Delivery Coordinator (North)

Location:	Currently 100% home-based due to prevailing pandemic conditions, on a permanent basis the post will be undertaken through home- and office-based working, with regular travel throughout the North. Hours at each location tbc, the office is located at MediaCity (Salford)
Department:	Programme Delivery & Learning (Programme Delivery)
Reports to:	Programme Delivery Manager, North & Midlands

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 to develop a passion for cinema.

Role Summary

Reporting to a Programme Delivery Manager, Programme Delivery Coordinators (PDCs) provide local knowledge particular to the area to which they are assigned. PDCs develop activity as part of operational and strategic objectives to ensure the efficient delivery of the Into Film programme; currently this involves contributing to developing working practices to maximise effectiveness in light of the current pandemic.

Main Responsibilities:

- Work collaboratively with all departments to agree shared objectives and ensure a joined-up approach to developing active engagement of schools, teachers, students and film clubs with the wider Into Film programme.
- Develop relationships with education, film and cultural organisations such as local authorities, Arts Council Bridge organisations, regional film archives and the BFI Film Audience Network, to open up film education opportunities for teachers and young people, including developing 16-19-year-old audiences for cinemas.
- Develop and implement initiatives that meet organisational objectives and improve participation in the Into Film programme, including film screenings; working with film festivals; industry Q&As in schools; the Into Film Festival, working with archives and supporting BFI Academies. Develop other initiatives to enrich the film club offer through Artsmark, Arts Award, competitions, awards, leader, school and member accreditation.
- End-to-end responsibility for participatory work in the region, such as archive workshops with young people and other bespoke projects; this includes the development, recruitment, delivery and evaluation of work.
- Oversee teacher CPD within the region, including the coordination, planning and delivery of sessions, teacher recruitment and evaluation of work. Support the development of the new Learning Management System with a focus on developing blended learning approaches for educators.
- Develop and co-ordinate a regional Education Ambassador scheme or Youth Advisory Council and support the other as required.
- Advocate for Into Film at conferences, meetings, TeachMeets and other forums and events, online and face-to-face, and manage a regional Twitter account.
- Ensure that work is evaluated, shared and tracked using CRM/Salesforce to provide relevant reports, to deliver against targets and provide proof of impact.

- Adhere to the Into Film Safeguarding and Child protection policy at all times and ensure any partners fulfil their responsibility in this area.
- Deputise for a PDM when necessary.

General Responsibilities:

- Commitment to quality both internally and externally, including all dealings with the public, film club members, teachers, children and young people, partners, funders, supporters, social media etc.
- Contribute to long term planning to ensure growth in line with demand and resources
- Contribute to the regular monitoring and evaluation of Into Film's work
- 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:

- Experience of feeding into and working to a strategic operational/work plan.
- Experience of devising successful initiatives to improve delivery of a programme/projects. Good research skills, proactive generator of ideas and the ability to bring them to life to enhance the Into Film offer.
- Familiarity with the relevant education system, schools and regional cultural landscape.
- Experience of giving presentations, devising and hosting events, and delivering educator training and participatory activity with young people, in formal and informal youth settings, ideally both online and in person.
- Experience of forming and managing successful partnerships at all levels, and working collaboratively with internal teams, with a solution-focused approach.
- Excellent communication skills across all media - face-to-face, online, on the phone and in writing, able to confidently address service users in a positive and professional manner.
- Experience of capturing and reporting data accurately, ideally from a CRM, and the ability to evaluate activity to support advocacy of the Into Film programme.
- Ability to work effectively in a team and independently, with adequate home technical setup to ensure that all aspects of the role can be carried out.
- Excellent time management skills, with the ability and willingness to work weekend and/or extended hours as required.

Desirable:

- Teaching experience and/or experience of working within the arts and cultural sector.
- A love and knowledge of film, with an understanding of how film can enrich the education and cultural experience of children and young people and enable teachers to reach their teaching and learning objectives.
- The ability to interpret and convey large quantities of data into accurate, well written reports to distribute to senior management, external organisations, partners and funders.
- Knowledge and experience of working with the BFI Film Audience Network, and film archives both national and regional.
- Experience of deputising for a manager.
- Familiarity with the Microsoft Office suite, including Teams.

All employees regularly working with children are required to undertake and maintain enhanced DBS clearance (and/or Access NI check or Disclosure Scotland check, depending on working location), acquired at Into Film's expense; employment is dependent upon this.