

Project Delivery Officer, Northern Ireland

Location:	Currently 100% home-based due to prevailing pandemic conditions, the post will be undertaken through home- and Belfast office-based working, with some travel throughout Northern Ireland - hours at each location tbc.
Department:	Programme Delivery
Hours:	35 hours per week
Salary:	£24,000 per annum
Reports to:	Programme Delivery Manager, Northern Ireland

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

Reporting to the Programme Delivery Manager, Northern Ireland and working closely with the Northern Ireland Programme Delivery team, the Project Delivery Officer will play a key role in the delivery of pilot projects and support online engagement with schools. In response to the COVID-19 pandemic, many Into Film engagement opportunities have been moved online: the Project Delivery Officer will help manage and respond to the changing needs of schools and educators.

Owing to the nature of the role, occasional weekend and extended working hours is required.

Main Responsibilities:

- Contribute to the delivery of the Northern Ireland pilot remote film club and archive filmmaking projects
- Provide logistical and online support for remote film clubs, ensuring that safeguarding and child protection is a priority
- Work with the Northern Ireland Programme Delivery Coordinator to ensure that online school visits and virtual project sessions are fully subscribed and appropriately supported
- Through the creation of email campaigns, newsletters, social media, targeted online advertising and traditional press coverage, promote all available resources, services and support from Into Film in Northern Ireland
- Support teachers/educators/parents via phone, email and video call with Into Film online engagement enquiries
- Maintain accurate reports and statistical analysis of all online Northern Ireland engagement activity
- Provide logistical support and respond to requests from partners, teachers, freelancers and young people directly engaged with pilot projects
- Working in collaboration with the wider Into Film Marcomms team, ensure that all messaging remains consistent with and complementary to national/regional campaigns
- Responsible for CRM management of online engagement activity, ensuring that all data is clean and updated, including all non-automated activity
- Collate and report on monthly/quarterly Key Performance Indicators
- Keep up to date with Into Film projects and resources available to Northern Ireland schools

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 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:

- Good working knowledge of CRM systems, campaign measurement tools, analytics, metrics and insights
- Good time and project management skills, an ability to prioritise a busy work schedule and to work remotely as required
- Experience and knowledge of a range of social media platforms
- A working understanding of what excellent customer service means in terms of supporting film clubs
- Experience of video conferencing platforms and learning management systems
- Experience of interpreting and reporting on data and using it to inform ongoing practice
- A good understanding of the Northern Ireland education market and how teachers can use film (and the arts more broadly) to meet their teaching and learning objectives
- First-class communication skills (verbal and written)
- Awareness and understanding of issues related to safeguarding and GDPR that impact project delivery

Desirable:

- Experience of developing and implementing email campaigns
- Familiarity with the Microsoft Office
- A love and knowledge of film
- Experience of delivering after school activities
- Experience of filmmaking with young people, ideally using archive film

All employees regularly working with children and member data 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.