

## Programme Delivery Coordinator, England - North/Midlands/South West/South East/London

<b>Location:</b>	<b>England (hybrid – home/regionally based)</b>
<b>Department:</b>	<b>Programme Delivery</b>
<b>Hours:</b>	<b>Full time (35 hours per week)</b>
<b>Salary:</b>	<b>£28,000 - £35,500 pa (or current Coordinator salary)</b>
<b>Reports to:</b>	<b>Programme Delivery Manager</b>

### 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) are responsible for feeding into and working to operational plans for their regions that achieve effective promotion and delivery of the Into Film programme in alignment with strategic objectives. PDCs provide regional intelligence and knowledge and are responsible for establishing and maintaining partnerships with film, cultural and educational organisations in their designated region.

Working closely with other departments at Into Film, PDCs create and deliver initiatives that engage schools, teachers, children and young people with the Into Film offer, including Into Film clubs. PDCs achieve this in various ways, including but not limited to, contributing to the development of the Into Film programme, planning and hosting film-related educational events, delivering CPD, Archive and Careers workshops and managing either our regional Education Ambassador or Youth Advisory Council.

Owing to the nature of the role, occasional weekend and extended working hours are required, along with some travel in the relevant region and the UK

### Main Responsibilities:

- Work collaboratively with all Into Film departments, particularly the Learning and Marcomms teams, to ensure a joined-up approach to developing active engagement with the Into Film programme, mainly in schools and including Into Film clubs.
- Develop relationships with the relevant regional film, cultural and educational organisations, e.g. BFI FAN Hub Lead Organisations and Arts Council Bridge organisations, to open up film education opportunities for teachers and young people. Work with the Head of Audience Development to ensure agreed, shared objectives and approach to Into Film's work with cinemas and archives in the region.
- Develop relationships with Local Authority education bodies, school federations and free schools in a given area through which into Into Film products and services can be promoted.
- Devise engagement initiatives to improve participation in the relevant region, including for screenings, careers workshops, Into Film Festival, archive activity, activity with 16-19-year-olds, including BFI Academies. Develop our work to enrich the Into Film offer (e.g. Artsmark, Arts Award, Competitions, Awards, Leader, school and member accreditation). Work closely with other departments (especially Marketing and Communications and Learning) to ensure all fully exploit such initiatives.
- Develop and coordinate a regional Education Ambassador or Youth Advisory Council scheme, enabling educators and young people to provide feedback on our programme and act as advocates for Into Film within their region.

- Develop and deliver online and face-to-face CPD under the guidance of the Learning team.
- Be an advocate for Into Film at conferences, meetings and TeachMeets etc. and manage a regional Into Film Twitter account.
- Ensure that relevant partnerships, initiatives, activities and ideas are implemented, shared and tracked using Salesforce CRM, to provide relevant reports and ensure targets and wider strategic objectives are met.
- Feed into fundraising proposals using local knowledge, desk-based research and Salesforce CRM.
- Adhere to the Into Film Safeguarding and Child Protection policy at all times and ensure any partners fulfil their responsibilities in this area.
- Undertake at least one area of UK-wide responsibility across the PD team to be developed alongside the relevant Programme Delivery Manager (e.g. filmmaking, animation, CPD delivery, inclusion, safeguarding and child protection, licensing, respect for IP and compliance)
- Deputise for a Programme Delivery Manager when necessary.

### 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:

- 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.
- Excellent, current knowledge and experience of working in the English education system.
- Experience of planning and hosting engagement events and workshops, both face-to-face and online for children (in-class and extra-curricular) and adults including successful delivery of CPD/training for educators. Experience of devising successful engagement initiatives in a specific region.
- Experience of feeding into and working to a regional strategic operational/work plan and working collaboratively with other departments to plan and implement activity and ensure all activity is driven by wider strategic objectives.
- Good research skills, proactive generator of ideas and the ability to bring them to life to enhance the Into Film offer and feed into fundraising proposals.
- Experience of forming successful partnerships with organisations in the relevant region, such as cinemas, archives, Arts Council Bridge Organisations, Local Authorities, schools and other organisations working with children and young people.
- Excellent communication skills, face-to-face, on the phone, in writing and online, with the ability to confidently address stakeholders in a positive and professional manner e.g. Local Authorities, headteachers, teachers, young people, club members, partners and colleagues.
- Ability to share information effectively organisation-wide.
- Experience acting as an advocate, including delivering presentations, at external events and meetings.

- The ability to absorb and translate large quantities of data into accurate, well written reports (including CRM reports) to distribute to different groups - e.g. managers, senior management, external organisations including partners and funders.
- Knowledge of the region/area the role is based in.
- The ability to work effectively both in a team and independently.

**Desirable:**

- Experience of deputising for a manager.
- Knowledge and experience of working within arts education, ideally with film in particular.
- Proven ability to work in a separate location from the head office of an organisation.
- Familiarity with Microsoft Office.

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.