**JOB DESCRIPTION for Film Hub North West Central (NWC) Development Manager (Maternity Cover)**

**Responsible to: Programme Manager (Film) / Strategic Manager Film Hub NWC**

**Responsible for: Film Hub NWC Coordinator**

**Duration: 3 days a week. 7 months**

**Start Dates: Early March- Mid October 2016**

**Salary: £30,000 pro-rata**

**Purpose:** To be responsible for the implementation and operational management of [Film Hub NWC,](http://filmhubnwc.org) fulfilling HOME’s role as Film Hub Lead Organisation (FHLO) to achieve the BFI’s objectives.

**About Film Hub NWC:** Film Hub NWC is part of the British Film Institute (BFI) Film Audience Network (FAN) a UK-wide network of nine Hubs with the aim of bringing specialised and independent British Film to UK audiences in new and exciting ways. The North West Central region covers Lancashire, Greater Manchester, Merseyside, Cheshire, Derbyshire, Staffordshire and Shropshire.

[HOME](http://www.homemcr.org/) is one of the Film Hub Lead Organisations (FHLO) for this groundbreaking new deal for UK audiences. As outlined in [Film Forever,](http://www.bfi.org.uk/about-bfi/policy-strategy/film-forever) the BFI’s plan for 2012-2017, the FAN ambition is to build a wider, more diverse UK cinema audience, with a richer appreciation of British and international film.

The Film Hubs work together to extend the diversity of film choice, increase and broaden film audiences, and enhance opportunities for audiences to engage with and learn about film.

The BFI FAN funding is used to support a range of audience development activities at a local, regional and cross-regional level, and the network supports major national celebrations of cinema across each of the Film Hub regions. Film Hub activity is tailored to local audiences and geography, and includes support for touring and archive programmes; pop-ups and live events; projects aimed at engaging the next generation of film fans and sector led skills training in areas such as programming, marketing, fundraising and technical delivery.

Film Hub NWC has gone from strength to strength reaching audiences of over 150,000 in partnership with 116 Hub Member organisations since inception.

**Role Overview:** As a vital member of the Programme team this post includes advanced project and budget management and stakeholder liaison.

The Film Hub NWC Development Manager is responsible for managing all aspects of the Film Hub NWC’s business plan and is the lead representative regionally and nationally.

The post holder will work closely with the Programme Manager (Film) / Strategic Manager Film Hub NWC, Artistic Director (Film), Film Hub NWC Coordinator and Hub members to ensure the effective operation of the Hub.

This role is vital to the continued development of the BFI Film Audience Network (FAN) including contributing to the UK’s Film Exhibition agenda through national meetings and UK-wide projects.

**Main Duties:**

1. To manage the Film Hub NWC network, including developing and maintaining strong relationships with Hub members across the region.
2. To lead on all aspects of Film Hub NWC activity as set out in the 2016/17 business plan.
3. To be responsible for the investment of Film Hub NWC Lottery grants including open calls, bursaries and requests for Hub support.
4. To be responsible for the Film Hub NWC Communications and PR strategy including managing relationships with contracted partners.
5. To represent Film Hub NWC regionally and nationally at events in order to maintain key relationships, profile raising of Film Hub NWC and aid in the future development of FAN.
6. To lead on all financial recording both internally and externally in liaison with the HOME Finance Team.
7. To supervise and support the work of the Film Hub NWC Coordinator
8. Chair the Film Hub NWC Steering Group meetings and maintain positive working relationships with BFI, ICO, Cinema for All, other Hubs and all FAN strategic partners.

**Specific responsibilities:**

1. Deliver business plan objectives as set out for 2016/17 ensuring Hub Projects meet strategic objectives and are delivery in a timely manner and to budget.
2. Attend regional and national meetings as required to represent Film Hub NWC activity and feed into FAN strategy.
3. Meet with Hub Members on a regular basis to offer specialist direct support on film exhibition projects.
4. Report regularly to the HOME Chief Executive, Artistic Director (Film) and Programme Manager (Film).
5. Support the Film Hub NWC Coordinator in communication with members including

but not limited to: Hub web presence, uploading content, writing copy, developing print materials, liaison with media and using social media to promote Hub activity.

1. To work with the HOME Communications Team, to raise the profile of HOME and the Film Hub NWC at regional and national levels, including giving presentations about the Hub’s activities.
2. To complete internal, stakeholder and funders’ reports as required, including HOME Board reports, quarterly Hub reports and other required information requests.
3. In liaison with Hub members and FAN complete regional and national funding applications, including writing bids and producing budgets.
4. To maintain a high level of knowledge of issues relating to specialist cinema and in particular issues affecting the Film Hub NWC area.
5. To ensure that all health and safety obligations of HOME are fulfilled within this programme area.
6. To contribute to the effective functioning of HOME as a whole and in particular within the Programme Team.
7. Any other duties commensurate with this post.

**Selection criteria:**

The criteria below indicate the qualities that are needed to do the job well. Candidates will be selected according to the extent to which they satisfy these criteria.

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| **Criteria** | **Category** | **Essential/ Desirable** |
| A detailed understanding of the film exhibition sector, the BFI and FAN | **Knowledge** | **Essential** |
| Proven experience developing and maintain effective project management systems |  | **Essential** |
| Experience of managing projects at a strategic level including liaison with high profile stakeholders |  | **Essential** |
| Experience of successfully leading and managing projects that can deliver results under financial and time pressures, including high-level partnership working |  | **Essential** |
| Sound competency and experience of complex financial management and an ability to write informed reports for senior managers |  | **Essential** |
| Sound understanding of the full range of marketing tools, including web and social media |  | **Essential** |
| Ability to communicate effectively, clearly, concisely and to a variety of target audiences | **Communication**  | **Essential** |
| Excellent written and oral communication skills including negotiation and cooperation |  | **Essential** |
| Experience of managing, support and driving the development of others | **Staff Management** | **Essential** |
| Creative problem solving skills, developing plans and managing conflicting schedules in a pressured work environment | **Organisation** | **Essential** |
| Initiative and judgement in order to resolve complex problems and develop innovative solutions |  | **Essential** |
| Sensitive to the differing needs of small- large organisations, displaying a professional outlook at all times | **Teamwork/ Motivation** | **Essential** |
| Flexible and cooperative taking actions without being prompted, committed to continuous self-development |  | **Essential** |
| Able to work individually as well as in a larger team of FAN managers, being aware of conflicting views and responding in a positive way at all times  |  | **Essential** |
| Responds well to change, adaptable and able to tackle numerous priorities simultaneously |  | **Essential** |
| A strong commitment to the overall FAN and BFI’s objective of extending the breadth, depth and reach of film choice for audiences. | **Values** | **Essential** |
| There will be a requirement to travel regularly, both short and long distances in the UK as well as some evening and weekend work related to the delivery of particular projects. | **Flexibility** | **Essential** |
| Experience of leading film or cultural audience development projects. | **Experience** | **Desirable** |
| Significant work experience within the film industry, ideally film exhibition. |  | **Desirable** |

To apply: Please send a CV and covering letter stating how you feel you meet with criteria above and what you are able to bring to the role to filmhubnwc@homemcr.org

**Deadline: Monday 8th February 2016**

**Interviews: Interviews will take place Thursday 11th February 2016**

**Proposed start date: Monday 7th/ 14th March 2016**