

FILM TEAM CO-ORDINATOR

This role supports all aspects of the work of the Film team and is the first point of contact for film and other media sector professionals. Main responsibilities include working as a project assistant on two-three projects a year, organising travel and visas, preparing guest lists and making arrangements for internal and external events; processing contracts; creating and processing purchase orders and invoices; managing the contacts database and other aspects of record keeping and evaluation; handling external queries to film department; and diary management for senior members of the film team. The role also involves liaising with Film team colleagues and assisting with film department communications including social media and website.

Role Information

| Role | Pay Band | Location | Duration | Reports to: |
|---------------------|----------------------------|----------|----------|-------------------------------|
| Film Team Assistant | British Council Pay Band 6 | London | FTE | Senior Programme Manager Film |

Role purpose

To administer resources, processes and systems which underpin the smooth running and ensure satisfactory delivery of the film team's work.

Strategic Business Unit overview:

The **British Council** was founded to create 'a friendly knowledge and understanding' between the people of the UK and wider world by making a positive contribution to the countries we work with, and in doing so making a lasting difference to the UK's international standing, prosperity and security. The programmes we use to do this are wide-ranging and cover the arts, education, English, science and society.

Our UK **Arts team** works with the British Council's global network of offices to achieve significant impact and change by finding new ways of connecting and seeing each other through the arts. Our team in the UK has three main groupings: We have six art form teams; three cross-disciplinary teams; and three country-specific teams in Scotland, Wales and Northern Ireland. Our aim is to see stronger creative sectors across the world that are better connected with the UK. We believe arts and culture are vital to prosperous, secure societies, and that offering international cultural connections and experiences strengthens their resilience. We are uniquely able to make a difference thanks to our extensive and diverse networks in the UK and internationally, enabling us to respond to the individual context of each place we work in. [Link to Vision on internet.](#)

In the **Film team** we use our connections and understanding of the UK contemporary film and media sector to advise and support our international colleagues on working with film within cultural relations programmes and provide a link to the UK. Together we develop projects to encourage showcasing, collaboration and professional exchange. We work in partnership with filmmakers and other film professionals to build relationships between the filmmaking, film sales, exhibition, and film education communities in the UK and around the world.

Main opportunities/challenges for this role:

- Ensuring projects run smoothly and to plan, working alongside programme managers to achieve this.
- Managing competing demands on time and resource.
- Proactive management of purchase order and invoice processing within a large corporate system.
- Maintaining up-to-date records of contacts and activity to support film programming and evaluation.
- Maintaining good relationships across art form groups and business support teams (especially finance, IT and facilities).
- Providing a knowledgeable and approachable first point of contact to the Film team
- Ensuring appropriate systems are in place to support Film team administration.

Main Accountabilities:

Programme and team administrative support

- Implements an agreed set of project or programme activities (including, research, planning, partner liaison and logistics) to ensure these are delivered to time, budget and quality.
- Operates effective, British Council compliant controls, risk management and monitoring and evaluation processes to track progress and alert colleagues and partners to issues as they arise.
- Under direction, uses agreed Arts and/or British Council templates to produce appropriate communications materials (across a variety of media), to help raise internal and external awareness of specific projects and programmes within designated area of the Arts portfolio (e.g. preparing contracts, sourcing images, copy editing and proof reading text for publication).
- Assists with social media, communications and web site maintenance.
- Provides general administrative and logistical support to the to ensure the smooth and efficient delivery of Film Team activities e.g. organising meetings, preparing itineraries, diary management for senior colleagues when required.

Customer/market focus

- Takes responsibility for responding knowledgeably and professionally to enquiries about the British Council's film work within the Arts sector to ensure a high quality customer experience and maintain the team's reputation internally and externally.

Sector/subject expertise

- Proactively maintains a sound working knowledge of major developments, issues and stakeholders within the film sector to build professional credibility, confidence and market insight.

Relationship & stakeholder management

- Develops good working relationships with appropriate colleagues throughout the British Council and in the film sector to facilitate effective development and delivery of film and the organisation's British Council's Arts agenda.
- As required, represents the British Council at film related events to ensure appropriate support is given to partners and other stakeholders.

Financial and contract management support

- Administers British Council financial processes and procedures to enable effective budget and resource management for the team, e.g. finance and business system, procurement processes including preparation and issuing contracts, and production of regular financial reports.
- Makes travel arrangements for external contacts including flights, visas, accommodation etc. and supports internal team travel requirements as requested.
- Actively seeks to ensure value for money on behalf of the British Council for example when booking venues, travel and arranging services.

Leadership & management

- Plans and prioritises own work activities, which may span across a range of different projects and programmes responding to changing and at times competing requirements to ensure effective delivery of responsibilities over a monthly time horizon.
- Tasks and coordinates others (e.g. internal colleagues, external partners, artists, freelance advisers etc.) to complete activities in accordance with agreed project or programme milestones or requirements.

Role Requirements:

Threshold requirements:

Assessment stage

Passport requirements/ Right to work in country

EU passport/existing right to work in the UK

Shortlisting

Person Specification:

Assessment

| | | stage |
|--|--|-----------------------------|
| Qualifications | | |
| <i>Minimum / essential</i> | <i>Desirable</i> | Assessment Stage |
| <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> None | Shortlisting |
| Job Specific Knowledge & Experience | | |
| <i>Minimum / essential</i> | <i>Desirable</i> | Assessment Stage |
| <ul style="list-style-type: none"> Experience of office administration for example organising travel, finance, events and diary management. | <ul style="list-style-type: none"> Knowledge of contemporary British film. Experience with organising travel and visas. Experience with using a system to process purchase orders and invoices. | Shortlisting AND Interview |
| British Council Core Skills | | Assessment Stage |
| <p>Communicating and Influencing – Level 2 Displays good written and verbal skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences</p> | | Shortlisting AND Interview |
| <p>Planning and Organizing – level 2 Able to organise own work over weeks and months, or to plan ahead for a team, taking account of priorities and the impact on others</p> | | Shortlisting AND Interview |
| <p>Using Technology – Level 2 Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.</p> | | Shortlisting AND Interview |
| <p>Account & Partnership Management - Level 2 Experience of communicating regularly with stakeholders, customers and/or partners to build mutual understanding and trust</p> | | Shortlisting AND Interview |
| British Council Behaviours | | Assessment Stage |
| <p>Connecting with others (MORE DEMANDING) Actively appreciating the needs and concerns of myself and others</p> | | Interview |
| <p>Being Accountable (MORE DEMANDING) Putting the needs of the team or British Council ahead of my own</p> | | Interview |
| <p>Making it happen (MORE DEMANDING) Challenging myself and others to deliver and measure better results</p> | | Interview |
| <p>Creating shared purpose (ESSENTIAL) Communicating an engaging picture of how we can work together</p> | | Performance Management only |

Working together (MORE DEMANDING)

Ensuring that others benefit as well as me

*Performance
Management
only*

Shaping the future (ESSENTIAL)

Looking for ways in which we can do things better

*Performance
Management
only*