



Project Coordinator/Creative Facilitator

Blueprint: Film Foundation deliver filmmaking and multimedia courses to a range of community groups and education establishments. We use our skills in film and multimedia as tools to inspire people from disadvantaged backgrounds, to address social issues, to help enrich people's lives, to increase access to creative media and to strengthen communities.

We are looking for an enthusiastic and energetic person who can both coordinate and deliver our projects for young people and communities in London (largely Hackney and Tower Hamlets). Our ideal candidate will be someone who is passionate about working with children, young people and disadvantaged communities, has experience planning and delivering workshops in film/drama/arts subjects and has the vision and drive to significantly contribute to the strategic development of our small but successful Not-For-Profit company. We want a confident, dynamic and creative person, with bags of initiative and a passion for Participatory Arts. If this is you, we'd love to hear from you.

Please note that the successful candidate will be delivering a project with young people this summer. Please only apply if you have previous experience running workshops. You will be responsible for training young people (and other community groups) to develop ideas, write scripts, act for film, direct film and so on. We don't mind if your workshop experience isn't in film, as long as you feel confident supporting young people to tell their stories. You will be working alongside a Film Practitioner on projects.

We work from two locations in London and Lincoln and work with disadvantaged communities in both areas. The Project Coordinator will be responsible for projects in London (outlined below) but may, from time to time support on our Lincoln projects.

Role Details

Responsible to the Creative Director

Responsible for freelance creative practitioners, volunteers (including young people volunteers)

Projects

The Project Coordinator will be working on all of the below projects and any additional projects that arise over time.

Creative Ways into Work - Funded for three years by Reaching Communities this will be the Project Coordinator's main focus. This project uses filmmaking as a tool to help develop disadvantaged young people's employability skills followed by supporting them into employment/further training

Flix - Our film screenings project is open to all age groups including young people, families and the elderly. The project engages participants in the planning, development and delivery of a free film screenings programme for their community.

Heritage - We are currently developing our heritage program that explores the hidden history of a specific location/community followed by a programme of interactive and multi-disciplinary workshops, events and activities to share and celebrate local history with the local community. Our previous Heritage projects have included the development of an App, that allows users to participate in an interactive, heritage walking tour

Salary

Full Time Position

£23,000 pro rata

General Duties and Responsibilities

- Work with the Creative Director and our Intern Filmmaker to design and deliver a range of filmmaking and film screening projects
- Be the main point of contact for beneficiaries and partners on projects
- Support young people on our projects to achieve Arts Award (bronze, silver and gold)
- Recruit, organise and support volunteers including the development of learning plans where necessary
- Manage and maintain project budgets (with support and guidance from the Creative Director)
- Plan and deliver workshop sessions as required, training children and young people in filmmaking activities
- Responsible for ensuring appropriate equipment and materials are taken to workshops and everything is in good working order
- Responsible for the set up of equipment (With support from Intern Filmmaker)
- Contribute to the strategic development of the company; seeking out potential opportunities, ideas development and identifying and reaching out to possible partners
- Assist with the longevity of the company to include support with funding bids and identifying future opportunities
- From time to time, the project coordinator may be required to communicate with Funders

Monitoring and Evaluation

- Implement relevant monitoring strategies and provide written reports on findings
- Maintain up to date participation records and provide information for funder needs as required
- Oversee accreditation measures for our projects and meet targets for Arts Award achievement

Creative Ways into Work (Specific Duties)

- Identifying new and maintaining relationships with employment partners, for example Workpath in Tower Hamlets
- Seeking out potential training/employment opportunities for young people on our courses
- Supporting every young person who completes our course into employment and/or further training

Pastoral Support

- Provide sensitive and tailored pastoral support and professional development (where required) for project beneficiaries
- Develop and promote progression routes for beneficiaries (where required) in conjunction with our partners and any other appropriate services and/or organisations
- Adhere to health and safety and safeguarding requirements connected to community engagement projects

Communication, Advocacy and Marketing

- Communicate and support effectively across a small team to ensure that our beneficiaries benefit from shared expertise, work and ideas
- Support on design and marketing strategies for project recruitment, screenings and other events
- Contribute to social media as required
- Champion our projects in all networking circles and within local communities
- Develop and maintain relevant partnerships and networks for the promotion and smooth running of projects.
- Aid the dissemination of best practice for all projects

Other General Responsibilities

- Act in a professional manner at all times and uphold Blueprint Film Foundation's Code of Conduct
- Follow and promote safety procedures at work and observe health and safety regulations
- Attend training and networking events as required
- Any other duties that may be required to ensure the effective running of our projects and the Company

Knowledge and Experience

Essential	Desirable
Trained to degree level in Film/multimedia/participatory arts/theatre or other similar relevant degree OR can strongly demonstrate at least 3 years experience in a Project Coordinator/Creative Facilitator role	Experience of writing funding bids Experience of working in a fast paced, small team environment
Experience developing and coordinating high-quality community engagement programmes	Experience of Creative Facilitation with adults (including vulnerable adults and the elderly)
Experience of creative facilitation with children and young people in either film, drama, creative writing or other artistic disciplines	Experience of monitoring and evaluating youth programmes
Previous experience with working with disadvantaged communities	Arts Award trained (bronze/silver/gold) with experience of delivery (<i>Training can be provided</i>)
Experience supporting the personal development of young people	Working knowledge of final cut pro, photoshop, after effects or other similar editing software programmes
Experience of working in partnership with youth and/or community services	Experience of using camera, lights, sound equipment
Experience of using social media in a business context	Filmmaking experience
Knowledge of Safeguarding	
Knowledge of health and safety requirements within young people's projects context	
Good levels of literacy and proficient IT skills, ideally with experience of using Macs - pages, numbers, keynote and so on	
Experience of managing budgets	

Person Specification

Essential	Desirable
Ability to take initiative, plan and organise workload to manage multiple tasks and meet deadlines	Ability to carry out light manual tasks
Excellent team working skills	
Excellent interpersonal, negotiation and presentation skills; one-to-one, small groups and large audiences	

Personal attributes

Essential	Desirable
Understand and always adhere to Blueprint ethos and aims	
Commitment to equality and diversity	
Willingness to work flexibly to achieve project/company objectives	
Commitment to own learning and professional development	
The energy and enthusiasm to coordinate a range of projects with children and young people	
An understanding of the diverse communities in London (largely Hackney and Tower Hamlets) with a sensitivity to different needs and beliefs whilst also ensuring inclusivity on projects	

Circumstance

An enhanced DBS check is required for this post and Blueprint Film Foundation will carry this out for the successful candidate

You will be required to work evenings regularly and occasionally at the weekends

Application Details

Please send your CV and a covering letter (including your contact details) to laura@blueprintfilmfoundation.co.uk. These, together, should outline previous similar experience to the role and how you meet the essential requirements

If you have any questions you should also direct them to Laura on the above address by Wednesday 16th May, 5pm. All questions will be outlined and answered on the job advertisement page, on our website, www.blueprintfilmfoundation.co.uk by Friday 18th May.

Application Deadline: 28th May 2018, 5pm

Shortlisted candidates will be notified by Friday 1st June and interviews will take place the week beginning 18th June. We regret that we will not be able to offer feedback to any candidate who isn't shortlisted