



Recruitment Pack

PROGRAMME MANAGER CONTENT & ENTERPRISE

This pack will provide you with the information required to assist you with your application.

Contents

1. Job advert
2. The package
3. How to apply
4. About Creative England
5. The Role
6. Person specification



1. Job Advert

Creative England is a national body with experience in growing businesses through programmes of bespoke support, investing in companies across film, technology and games. An opportunity has arisen to join our Programme delivery team providing maternity cover. We are looking for people with prior experience of project, events and partnerships within the film and television sector. You will be based from Creative England's MediaCityUK office.

Working with the Chief Content Officer and Head of Partnerships the Programme Manager plays a central role in the design and delivery of pioneering programmes across moving image and content.

Your core focus will be the delivery of our Creative Enterprise Programme; supporting companies who work in moving image for storytelling, spanning film and television, games and technology. You will help us to build meaningful connections and create opportunities for business growth. Through exclusive events and bespoke workshops led by industry leaders and mentors, we provide expertise and training to futureproof the next generation of moving image companies.

Our Programme Manager will have the opportunity to shape the design and lead on the delivery and stakeholder management needs of the programme. This includes management of appropriate resources, systems and processes.

This is an opportunity to fine tune your project, events and partnerships skills in a role which is directly supporting creative talent across the English regions. Talent is everywhere, opportunity is not. Join our team of experts and make a difference, Creative England wants to hear from you!

CONTRACT: Full time fixed term, January 2019 to September 2019 (min).

SALARY: up to £35k pa dependent on experience

DEADLINE: 12th November 2018

INTERVIEWS: 20th November

LOCATION: Greater Manchester, Extensive travel across the UK will be a feature of the role.

Creative England promotes cultural diversity and equal opportunities for all



2. The Package

The salary for this role is **up to** £35,000. This is a January - September 2019 (min) fixed term employee contract with a 3 month probationary period.

We have lots of perks here at Creative England. In its first year this contract includes 25 days annual leave plus all bank holidays and 5% employer contribution to our pension scheme (after 3 months service).

3. How to Apply

Please apply by CV and cover letter, ensuring that you meet a majority of the criteria set out in the person specification. You should also include the contact details and details of two professional references (preferably emails).

You should email your application to jobs@creativeengland.co.uk OR post (registered only) FAO Caroline Hinds, Director of People & Operations, Creative England, The Greenhouse, Pod 11, 111 Broadway, MediaCityUK, M50 2EQ.

The deadline for applications is **12 November 2018 (midday)** but we may close earlier dependent on volume of applications so please do forward your CV and cover letter asap!

You will receive an acknowledgement email within a few days.

It is company policy to only contact shortlisted candidates, we do not provide feedback at application stage. **Interviews will take place 20 November 2018 in our Manchester MediaCityUK office.**

Creative England is committed to ensuring personal data is processed in line with GDPR. If you would like further information relating to our Data Protection policies for job applicants please direct your request to the Director of People & Ops



4. About Creative England

OUR VISION

Accelerating England's creative businesses and talent to be inspirational, successful and innovative: a platform for new voices, building economic growth that benefits our nation.

OUR VALUES

Our values and behaviours are at the heart of Creative England and how we do things is just as important as what we do.

Being part of Creative England means being proud of what we are here to achieve. Sharing a set of values which underpin our work gives us a unique character and culture. Our people will;

- ✓ Foster the best
- ✓ Be brave and take risks
- ✓ Make it personal
- ✓ Bring imagination to life
- ✓ Join the dots and make it happen
- ✓ Think differently and blaze a trail

If these strike a chord, then Creative England wants to hear from you!

ADDITIONAL INFO

Creative England is dedicated to the growth of the creative industries.

We invest in talented people and their creative ideas, nurturing our richly diverse games, TV, film and digital media industries. From direct investment and soft loans to business mentoring; we champion the best ideas of talented people and their businesses.

We mobilise public and private resources to garner as much support and investment for the creative industries as possible. We work with a wide range of partners and investors from commercial brands and companies such as Google, Facebook and KPMG to local authorities, cultural bodies and universities, national government, and the European Commission.



4. About Creative England

What we do

- Grow talent and businesses
- Address market failure and raise ambition
- Build the right climate for creative industries to thrive

Why we do it

- Because England's creative businesses are already a big success.
- They generate jobs, profile and value. They drive innovation. We can help raise their ambition further .
- But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks.
- Because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country.

How we do it

- We don't just invest money; we provide a 'money plus' service. We are building strong, long-term relationships with industry and our partners.
- We provide practical support for film and TV production; organise networking and events; provide mentoring, information and business advice.
- We connect and combine local knowledge with national and international reach.
- We help grow talent and businesses
- We help secure a sustainable infrastructure of support for creative companies outside London
- We identify new and expanding markets for creative content
- We promote the creative talent of the English regions to the world
- We champion the economic and cultural contribution of the creative industries

*For more information on the company and our activities in other creative sectors:
www.creativeengland.co.uk*



5. The Role

PURPOSE

Creative England is a national organisation with experience in growing businesses through programmes of bespoke support, investing in companies across film, technology and games. We understand creative businesses and we help them by providing a combination of tailored investment and support to develop new business models, deliver products and services and take risks on innovation. Working with the Chief Content Officer and Head of Partnerships our Programme Manager plays a central role in the design and delivery of pioneering programmes across moving image and content.

Our Programme Manager will have the opportunity to shape the design and lead on the delivery and stakeholder management needs of the programme. This includes management of appropriate resources, systems and processes. The ideal candidate will have previous experience as a Project manager, event management and stakeholder management.

The core focus will be the delivery of our Creative Enterprise Programme; developed with National Lottery funding from the BFI. Creative Enterprise supports companies who work in moving image for storytelling, spanning film and television, games and technology, to build meaningful connections and create opportunities for business growth.

Through exclusive events and bespoke workshops led by industry leaders and mentors, we provide expertise and training to futureproof the next generation of moving image companies. Our vision is to create a pipeline of investment propositions which can then be considered for investment in the next phase of the programme or attract private finance.

MAIN AREAS OF RESPONSIBILITY

Proactively seek and track entrepreneurs, producers and companies suitable for potential investment and/or other Creative England support, with a particular emphasis on discovering and supporting talent and businesses based out of London.

Sustain a high level of visibility and networking by attending relevant industry events and festivals and conferences, thereby keeping on top of the “talent pulse”, strengthening awareness of Creative England’s opportunities and providing guidance for moving image and content businesses across the creative and cultural sectors of England.

Act as the primary internal point of contact for finance, business, marketing and content team on all Creative Enterprise and associated matters

Consider applications for Creative Enterprise support, taking the lead on assessments and decisions for eligible applicants.

Plan, implement and deliver all elements of the business support offer, with the support of the Content Coordinator.

Take overall responsibility for the client management of participants, reviewing progress, monitoring performance and providing advice

Report to the CFO and BFI on Creative Enterprise activity, delivery and KPIs

Lead on the delivery of Market Trader, our international film market programme and be the main point of contact for the programme producers, participants and partners

5. The Role (continued)

MAIN AREAS OF RESPONSIBILITY (continued)

Lead on the design and delivery of our Female Entrepreneurs programme and be the main point of contact for participants, contributors and partners.

Support the development and preparation of future delivery proposals and bids across content.

Work with the wider team to build and maintain in-house records, handling related enquires from clients, providing signposting as required and making referrals to other members of the team as appropriate.

Keep abreast of changes in best practice and technological developments to ensure that the thinking and practice of Creative England's enterprise activity is first class.

Work closely with the Marketing team to ensure that all relevant information is regularly and effectively disseminated both internally and externally via the website, social media, email bulletins, promotional materials and press releases.

Represent Creative England on public platforms and at events to promote Creative Enterprise and associated areas of activity

Lead on the organisation of relevant programme events, workshops, surgeries, and seminars, with the assistance from the wider team.

Attend relevant meetings with Creative England's Content, Investment, Marketing and Partnerships teams, to ensure a fully integrated, value added approach to business support activity across the organisation.

Nurture knowledge and contacts with key talent, agents, film businesses, producers, broadcasters, sales agents, distributors and financiers etc.

Maintain an up-to-date knowledge of business growth, key players, opportunities, finance, training initiatives, sales and distribution trends including undertaking appropriate research as requested.

To undertake any other duties as may be reasonably required.

All staff must develop Creative England's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

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6. Person Specification

- ✓ Relevant experience in a similar role, ideally within the Film/HETV sector.
- ✓ Excellent organisational and administrative skills, with the ability to handle large workloads, to prioritise and to meet deadlines.
- ✓ Line management experience
- ✓ Outstanding communication and presentation skills, with the ability to deal effectively with people at all levels.
- ✓ Able to act on own initiative.
- ✓ A proactive and customer-focused approach.
- ✓ Collaborative team player.
- ✓ A good working knowledge of the film industry and the broader business growth landscape.
- ✓ Practical IT skills including in-depth understanding of databases and monitoring systems.
- ✓ Understanding of budget and schedules.
- ✓ A demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment.
- ✓ Flexible to travel across the English regions

We ensure Creative England meets all its statutory requirements in relation to the GDPR and Freedom of Information

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