Creative England Recruitment Pack

Programme Executive

Games & Digital Media

Birmingham

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

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Programme Executive – Games & Digital Media

Creative England invests in and supports creative ideas, talent and businesses in film, TV, games and digital media delivering a wide range of initiatives and programmes for the sector.

This is a great opportunity for a Programme Executive to work closely with Creative England's Head of Games & Digital Media to help deliver programmes of support to the games and digital media sector. The role will include overseeing a dynamic games industry development programme (GamesLab) whilst liaising with both the Project Manager and Coordinator to ensure successful programme implementation. The ideal candidate will have experience in a similar role within the games and digital sector. You must be aware of industry trends and the implications for the business sector. Our Executive will supervise many aspects of delivery across Games & Digital Media with the ability to strategically contribute to development programmes. You should have an understanding of public sector finance and the ability to effectively communicate with people at all levels.

If you have the skills, experience and passion to provide this support to the Games & Digital Media sector then Creative England would like to hear from you!

CONTRACT: 1 year
HOURS: Full time
SALARY: £30,000 pa
LOCATION: Based in Birmingham (with travel nationally as required)
DEPARTMENT: Business Investment: Games & Digital Media
REPORTS TO: Head of Games & Digital Media
DEADLINE: Monday 3rd December 2014 (midday)
INTERVIEWS: w/c 8th December 2014 (Creative England, Birmingham)

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2. The Package

The salary for this role is £30,000 pa and the package includes 25 days annual leave.

3. How to Apply

Please apply by CV and cover letter, ensuring that you meet the criteria set out in the person specification. You should also include your contact details and details for two employment references (preferably emails). These referees may be contacted prior to interview unless you specify otherwise.

You should email your application to jobs@creativeengland.co.uk or post (registered only) FAO Caroline Hinds, HR & Operations Manager, Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ. The deadline for applications is **Monday 1st December 2014 (midday).**

It is company policy to only contact shortlisted candidates. If you have not heard within 1 week of the deadline, please consider you have been unsuccessful in securing an interview.

Interviews will be held w/c 8th December 2014 in our Birmingham office (exact date tbc)

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4. About Creative England

Creative England invests in and supports creative ideas, talent and businesses in film, TV, games and digital media. We aim to grow the brightest, the best, and those with the most promise so that individuals and businesses can achieve their full creative and commercial potential. We help identify future opportunities to grow the economy and generate jobs.

With offices in Salford, Birmingham, Bristol, Leeds, Brighton, Sheffield, Pinewood and Elstree Studios, we are a national agency with strong local and regional links.

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. We help provide it. And 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

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

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5. Job Description

MAIN AREAS OF RESPONSIBILITY
Develop programmes across Games & Digital Media in collaboration with the Head of Games & Digital

Lead on the planning of how wider programmes are delivered before handing over to the Project Manager and Project Coordinator for implementation

Liaise closely with the Business Investment Senior Executives to ensure effective management of our Games & Digital Media programmes

Prepare annual plans, liaising with the Project Manager to set schedules and budgets for agreed activity

In collaboration with the Head of Games, design and deliver Creative England's services to the Games and Digital Media sector.

Manage client relationships with employers in the sector and trade associations

Provide advice and guidance regarding programmes into individual games and digital media companies

Lead on the operational delivery of the GamesLab programme

Building relationships with partner organisations, universities and game hubs

Seek partnerships for the Head of Games to approach and secure necessary funding to maximize opportunities for the sector; seek and maintain effective key partnerships with other commercial and public sector partners

Support knowledge-sharing and innovation across the diverse creative industries

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5. Job Description continued…

Contribute to copy for games & digital media programmes; liaising with the communications department in promoting relevant programmes

Liaise closely with the Senior Skills Executive in ensuring the effective delivery of any associated mentoring and professional development attached to such programmes

Sustain a high level of visibility and networking by attending relevant industry events and public speaking opportunities

Be actively engaged in the games and digital world

To keep abreast of changes in best practice and technological developments to ensure that the thinking and practice of the Games department is leading edge

To actively participate in meetings, planning, development and team building events as directed

To undertake research and development work as required

To be an ambassador for Creative England through maintaining a professional approach at all times and attending / speaking at industry events and seminars

To carry out all responsibilities in a way that promotes equal opportunities, diversity and inclusion

To undertake any other duties that may be reasonably required

Ensure Creative England meets all its statutory requirements in relation to the Data Protection Act and Freedom of Information

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5. Job Description continued…

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

This role is ERDF funded

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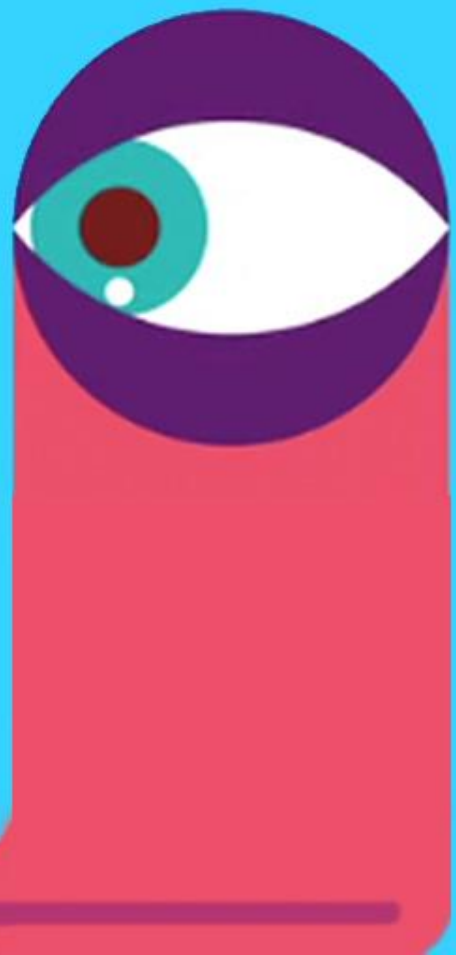
What are we looking for?

6. Person Specification

Essential Qualities:

- ✓ **Significant experience in a similar role within the games and digital sector.**
- ✓ **A proven track record of establishing contacts within the games industry**
- ✓ **A good working knowledge of the games & digital sector**
- ✓ **Good organisational skills with the ability to prioritise and to manage and meet deadlines**
- ✓ **A proactive and customer focused approach.**
- ✓ **Excellent communication and presentation skills with the ability to deal effectively with people at all levels**
- ✓ **A commitment to continuous professional development**
- ✓ **Awareness of industry trends and the implications for businesses within the sector**
- ✓ **Ability to strategically contribute to development programmes**
- ✓ **Understanding of how public sector finance can be used to support sector development**
- ✓ **Experience of working with funding bodies, ideally European**

Creative England promotes cultural diversity and equal opportunities for all