



Recruitment Pack

Locations Database Coordinator

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

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1. Job Advert

Creative England was founded on the belief that talent is everywhere but opportunity is not. The UK is one of the best places in the world to make film and TV. Leading on a newly refined delivery model for production services across England, Creative England works with national and regional partners including the BFI, BFC and Film Offices.

Our location database provides access to a huge range of locations in one site and is a valued asset for industry. The Coordinator will take responsibility for developing the database, cleansing its data, reaching out to registered contacts, partners and providing support to the Head of Production Services and her team.

You will be working with a small team based in our Elstree Studio office. You must be comfortable with daily data processing and phone calls and be able to develop relationships with key regional partners. This is an opportunity for someone keen to use their database and communication skills whilst broadening their knowledge and experience across Film and TV. If this sounds like a good match, get in touch!

LOCATION: Elstree Studios, Borehamwood

SALARY: £20,000

CONTRACT: 1 year fixed term renewable

DEADLINE: 1st May 2019 (midday)

Creative England promotes cultural diversity and equal opportunities for all



2. The Package

The salary for this role is £20,000. This is a 1 year fixed term employee contract with a 3 month probationary period, renewable subject to performance and company planning. 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). If renewed you will also be eligible for private medical insurance and Life Assurance.

This role is based at Elstree Studios*, Shenley Road, Borehamwood, Hertfordshire, WD6 1JG.

Candidates must be able to commute to this office, on-site parking is not a contractual benefit.

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 **1st May 2019 (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 on Monday 13th May 2019 in our London Covent Garden 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.

Creative England's Production Services team provide a free service to productions filming in England, outside London, to create investment, jobs and profile. From people to places, our team can help you find and access the industry's finest, liaising with local authorities, film offices, regional and national partners to gain filming permissions and facilitate a smooth shoot.

Handling around 1,000 enquiries a year, we have recently supported TV and feature film drama, including Fox Pictures' The Monuments Men, Warner Bros.' Jupiter Ascending, and DNA Films' Far from the Madding Crowd, Hartwood Films' Sherlock, Origin Pictures' Jamaica Inn and Mr Selfridge for ITV Studios.

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

The UK is one of the best places in the world to make film and TV and we have a team dedicated to providing a production service to industry across the English regions. Leading on a newly refined delivery model for production services across England, Creative England works with national and regional partners including the BFI, BFC and Film Offices. Creative England's location database provides access to a huge range of locations in one site and is a valuable asset for industry.

This role will take responsibility for developing the database, cleansing its data, reaching out to registered contacts, partners and providing support to the Head of Production Services and her team. Our Coordinator will ensure the team receives high quality support for its locations services and must be comfortable with daily data processing, phone calls and the ability to develop relationships with key regional partners to encourage on-the-ground local updates for locations.

MAIN AREAS OF RESPONSIBILITY

Updating and cleansing a comprehensive bespoke database of filming locations in the English Regions

Research potential locations and coordinate targeted outreach to encourage new registrations

Act as a point of contact for Locations support, providing information, advice and guidance as required

Ensure awareness and compliance with Data Protection regulation (GDPR)

Work with the production services team to ensure the database reflects the image of filming in England we want to promote

Provide PA, organisational and administrative support to the Head of Production Services

Provide administrative support to the Production Services team



5. The Role

Responsibilities continued....

Liaising with Marketing and partners to ensure appropriate ongoing promotion of the locations database

Organise and minute/action all relevant meetings, conference calls etc.

Act as the first point of contact for the Elstree office, looking after visitors, liaising with security, filtering enquiries where required, liaising with CE Ops team re: equipment issues/ servicing

Any other duties, which may be reasonably required of the post holder

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



6. Person Specification

- ✓ Confident and personable phone manner: ability to communicate clearly and effectively with a broad range of partners and organisations
- ✓ Demonstrable experience of database duties or similar role with communication & customer service skills
- ✓ Strong attention to detail and deadlines: meticulous in approach
- ✓ Demonstrable track record of working as part of a team as well as individually under own initiative in fast-paced environment
- ✓ High standard of IT literacy
- ✓ Ability to respect confidentiality of information
- ✓ Some travel across the English regions may be required
- ✓ Desirable: Experience of, or interest in, filming and filming locations
- ✓ Desirable: Knowledge of English regions
- ✓ Desirable: Research experience

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

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

