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**Job title: Project Co-ordinator**

**Post number: tba**

**Reports to:** Film Office Enterprise Manager

**Department:** School of Art and Media

**Location:** Film Office, University of Brighton City Campus, Edward Street.

**Grade: Grade 4**

**Purpose of the role**

As Co-ordinator for Screen Archive South East’s National Lottery Heritage Fund funded **Our Screen Heritage Project,** the postholder is responsible for co-ordinating all of the project’s regional and community activities, its marketing and its communications with partners, freelancers and participants.

SASE’s **Our Screen Heritage Project** will explore and share LGBTQIA+ heritage recorded on film. Working with project partners Queer Heritage South, Folkestone Pride and Margate Pride, a series of talks, screenings, workshops and meetings will take place to encourage community involvement. Alongside this, a regional search and publicity campaign will be delivered concluding with displays in both towns in August / September 2022.

**Screen Archive South East** is a publicly-funded regional film archive serving the South East of England and its six local authorities: Brighton & Hove, East Sussex, Kent, Medway, Surrey and West Sussex. Established in 1992 by the University of Brighton, the British Film Institute and a consortium of local authorities, SASE is dedicated to collecting, preserving, digitising, cataloguing and providing public and commercial access to its screen collection of films, videotapes, lantern slides and digital files. Its collection of over 25,000 items documents the rise of screen culture in the region and the nation and represents primarily the changing nature of life in the South East from the late 19th century to the present day.

**Line management responsibility for: n/a**

**Main areas of responsibility:**

* To establish and maintain good communications with all partners (Queer Heritage South, Folkestone & Margate Pride), Consultants, Volunteers and all service providers (i.e. venues)
* To liaise with partners to co-ordinate event logistics and timetabling for talks, screenings, meetings and public events
* To attend all project meetings and key project events, taking notes and following up on relevant actions (i.e. timetabling, bookings, payments and communications with partners, volunteers and suppliers)
* To serve as main point of contact for the partners, volunteers, suppliers and the general public
* To organise the project’s regional search and publicity campaigns (e.g. liaising with the project’s Publicist and Designer, circulating proofs for sign-off, booking print distribution with framework suppliers) following direction from the Project Management Team (SASE and Queer Heritage South)
* Following direction from the Project Management Team (SASE and Queer Heritage South), to deliver the project’s communications and publicity (e.g. generating project ‘news’, information and contributing detail to press releases on the final events programme), ensuring regular coverage on social media involving partners and stakeholders
* To brief and liaise with the Documentarist and Video Producer, organising their timetables and activities in line with the project’s schedule
* Ensure the timely updating of news and information on the project’s web pages as the project progresses using images and updates from project partners to create a visual record of the project.
* To organise the project’s evaluation and data gathering activities (liaising with the Evaluator, Partners, Volunteers and other participants & contributors)
* To ensure that the project’s events programme is well promoted in line with the funder’s guidelines, ensuring that there is good coverage across social media and the website by tagging and highlighting events

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| **Essential criteria**  |  | **A, I, E** |
| **Knowledge, skills and abilities** | * Clear understanding of Equality and Diversity issues
* Ability to communicate in a clear and confident manner demonstrating excellent oral and visual media communication skills
* Evidence of clear and concise writing skills that show a high level of literacy
* Ability to perform well during busy and demanding periods of activity
* Ability to plan and prioritise own workflow in a systematic manner
* Problem-solving skills: showing the ability to make confident decisions and follow through directions following advice given
* Knowledge of populating a website platform (such as WordPress).
 | **A,I****A,I,E****A****A,I****A,I****A,I****A** |
| **Qualifications** | * GCSE minimum Grade 4 English and Maths (or equivalent)
 | **A** |
| **Experience** | * Relevant work experience within either the film, creative or arts sector
* Experience of organising and supporting the delivery of events
* Experience of writing promotional text
* Confidence in the dissemination of information via social media channels
 | **A****A****A,I****A** |
| **Managing people** | * No requirement to manage people, but the ability to work effectively and co-operatively with others in a team is essential
 | **A,I** |
| **Physical demands and/or other requirements** | * Willingness to travel regularly between Brighton, Folkestone and Margate
* Able to work out of hours (some evenings and weekends).
 | **A****A** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a part-time post and is fixed term for 14 months.
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades** | **Basic entitlement per year** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic departments (schools and colleges)](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx%22%20%5Co%20%22Academic%20departments)
* Read the University’s [2016 - 2021 Strategy](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx)

Date: JK/FG November 2021