



Recruitment Pack
Deadline Mon 13th Sept 10am

Screen Start Programme Manager



Little Pictures, Behind the Scenes: Swim, dir. CAITLIN MCMULLAN

Screen Start is supported by:



SCREEN SCOTLAND
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**Foundation
Scotland**



Index

This Recruitment Pack for the Screen Start Programme Manager includes:

- About GMAC Film
- About Screen Start
- Job Description & Person Specification
- How to Apply

GMAC Film is an equal opportunities employer, committed to building a diverse workforce and welcomes applications from all individuals.

We would be particularly keen to encourage applicants from Black Minority and Ethnic backgrounds, LGBTQIA+, disabled people and other backgrounds currently under-represented within the organisation and screen industry.

We have a flexible working hours policy and will consider applications for alternative working models, including condensed hours, hybrid-working or job shares to accommodate a range of personal circumstances, and to ensure equality of opportunity for all.

Continuous professional development is supported by an annual allowance for paid training for each team member.

Thank you for your interest in this position at GMAC Film





About GMAC Film

GMAC Film believes that by removing barriers to participation it can contribute to the gradual and genuine increase in the equality, diversity and inclusivity of the screen and other creative sectors in Scotland.

Established as a charity in 1982, GMAC Film is an open access media centre that delivers a creative and artistic programme for all people, regardless of age, background or income to acquire the skills, knowledge, resources and confidence to realise their ambitions in film and elsewhere in the creative sector. Our growing programme spans across youth work, film education, training, film commissioning schemes, open access screening events, outreach work and office hire.

Our Mission

The mission of GMAC Film is, as it has been for nearly 40 years, to promote equality of opportunity for all; inclusive of ethnicity, creed, sexual orientation, gender, age and disability – our target groups.

GMAC Film aims to tackle inequality of opportunity by working with people from communities currently under-represented in the arts. We work closely with a wide range of partners to ensure that our opportunities reach the people who need them most.

GMAC Film seeks to empower people of all ages and backgrounds to engage in projects free at the point of delivery so that low income is never a barrier to taking part, giving confidence, knowledge and ambition to those who become involved, allowing each voice to be heard.

Our Team

We are a passionate, driven and growing team, with a shared passion and commitment to creating an inclusive, diverse and ethical film sector in Scotland.

GMAC Film nurtures a collaborative, non-hierarchical, creative work culture where each person plays a crucial role in realising the ambitions of the organisation.

Career development is supported alongside the organisation's own development with regular training opportunities and support and review meetings, so each person is given the chance to thrive within their role.

The Future

This is an exciting time to join GMAC Film, as we build on the new impetus behind our core strategy.

The last three years have seen a significant growth in GMAC Film, with regular support from Screen Scotland for our pathway and filmmaker programmes and an increase in revenue from all our major income streams — trusts and foundations, individual giving, and corporate support. We have most recently been awarded funding from The Robertson Trust until 2024 and very much look forward to building on this partnership.

The Covid-19 pandemic has enabled valuable time to work on strategy and develop our youth and filmmakers programmes. With support in place from various funding sources, the organisation is in a strong position to emerge from this period, with our 40th anniversary celebration planned for 2022 and exciting plans for the future ahead.



About Screen Start

Screen Start, which is unique to Scotland, is a pilot programme that will put Glasgow at the centre of identifying and facilitating the training of people from hard-to-reach groups (our target groups) to become crew members for the growing number of indigenous and incoming film and high-end television productions.

GMAC Film has been awarded funding to run this pilot by Glasgow City Council, Screen Scotland, Foundation Scotland and the Robertson Trust, and is determined that it can contribute to the equality, diversity and inclusion of the screen and creative sector in Scotland.

Working in collaboration with Community Enterprise in Scotland (CEiS) in 2019/20, GMAC Film carried out a survey and developed a business case for Screen Start. This took place before and during the Covid-19 pandemic and included surveying 20 broadcasters, small, medium and large production companies based in Scotland and 20 organisations in the screen sector training community. Following on from this we spoke to colleagues in the training sector and identified now as the time to pilot the scheme.

As confirmed by the Equality Matters: A Review of Equalities, Diversity and Inclusion in Scotland's Screen Sector (2017) there are persistent inequalities in the accessibility and provision of opportunities in the screen sector in Scotland, maintaining the under- representation of many communities at entry level, most notably those from lower socio- economic groups, disabled people and minority ethnic identities.

Before the onset of the Covid-19 pandemic the Skills Development Scotland report, Scotland's Screen Skills Research (2019) confirmed that Scotland's screen sector growth was predicted to continue, as is evident with increased production taking place; Channel 4's Regional Hub in Glasgow and the launch of the BBC channel for Scotland.

This project will put Glasgow at the fore front of a movement to enable the recruitment into the screen sector – a genuine growth area - of people from GMAC Film's target groups which are:

- The top 20% areas of multiple deprivation
- Black, Asian and minority ethnic
- D/deaf & disabled
- Care experienced
- LGBTQ+
- 50/50 gender balance

Screen Start is a membership programme that will increase access for people from under-represented groups to new and existing training, development and entry level employment opportunities in Scotland's growing screen sector. It will undertake outreach work to raise awareness of opportunities in the screen sector and offer support to members to begin their journey into employment.

There are persistent inequalities in the accessibility and provision of opportunities in the screen sector in Scotland, maintaining the under-representation of many communities at entry level, most notably those from lower socio-economic groups, disabled people and minority ethnic identities.

This is a very ambitious project with a target of engaging up to 20 members, who will be signposted into training and/or further education by the end of year one.

In the first year, at least 20 people will apply for membership of Screen Start and be signposted to training, further or higher, education, apprenticeships, paid internships or mentoring. By the end of year one, up to 20 of these people will gain at least one experience of paid work during that year; and the following year at least 15 will enter the screen sector workforce (ie having regular freelance employment over an 18 month period).





Job Description

intro

The Screen Start Programme Manager will further develop and deliver this exciting pilot programme with GMAC Film and our partners, Glasgow City Council, the Robertson Trust, Screen Scotland and Foundation Scotland.

This is a very ambitious project and the Screen Start Programme Manager will be responsible for delivering on several significant targets in the first year.

At least 20 people who will apply for membership of Screen Start and be signposted to training, further or higher, education, apprenticeships, paid internships or mentoring. By the end of year one, up to 20 of these people will gain at least one experience of paid work during that year; and the following year at least 15 will enter the screen sector workforce (ie having regular freelance employment over an 18 month period).

GMAC Film is a growing organisation, dedicated to supporting ongoing staff development alongside the ambitions of the company so a passion for your work and the development of the company and the Screen Start Programme is essential. Training will be given and there will be opportunity for significant development within this particular role.

employment terms

- Salary: £ 27,300 - £ 30,000 p/a
- Hours: FT 35 hours per week
- Fixed Term: 12 months (extension subject to continuous funding)
- Normal place of work: 5th Floor Trongate 103, Glasgow, G1 5HD
- Period of Notice: 4 week notice period
- Pension: 3% employer pension contribution (Aviva Pensions)
- Annual Leave: 31 days a year inc public holidays with 1 additional day for each year of service, up to 3 additional days (pro rata)
- GMAC Film operates a time off in lieu policy
- Flexible working and reasonable adjustments will be considered
- Training will be offered

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and Board of Trustees from time to time.

main responsibilities

- **Project Management and Delivery**
- **Research and Outreach**
- **Sustainability**
- **Sector Knowledge, Networking and Policy Development**
- **Team Development & Collaboration**

project management & delivery

Responsible for the successful delivery and development of our Screen Start Pilot Programme, you will devise, develop and execute a detailed plan for the first year and beyond that aligns with the Screen Start proposal, GMAC Film's overall strategy and annual budget.

- Create and report on a budget for the year, based on the Screen Start proposal and research, including management of cashflow and cost reporting
- Plan a detailed schedule for the year
- Work to achieve targets set out in Screen Start Funding proposal, including:
- Engage with community groups to deliver taster sessions to at least 60 people
- Up to 20 people who attend taster sessions will become members
- Signpost these members to existing training and/or further education and apprenticeships
- Create an unprecedented open access route into the industry for up to 20 people a year
- Create a 'Screen Skills Pipeline' for the coming year with known film and television training, work experience and trainee opportunities recorded
- Responsible for the recruitment of candidates, training, employment and/ or apprenticeships
- Set up application assistance to be available for Screen Start team members
- Signpost successful candidates to training, networking and employment at their level
- Liaise with training providers
- Management of programme resources and project delivery staff
- Management of project delivery in line with financial budget, timetable and compliance with internal and external reporting requirements
- Management of project staff to ensure accurate recording across all activities
- Prepare project status reports for funders, the CEO and Board of Directors
- Maintain and improve equality, diversity and inclusion targets on all projects
- Build relationships with participants and support their long-term development
- Hands on delivery of projects when required
- Incorporate lessons-learned into internal procedures and work with the management team on the development of the programme long term, including staff recruitment and future strategy
- In collaboration with management team and the communications officer, commission a website and build a strong social media presence

research & outreach

You must have excellent research skills and a proven track record of using outreach successfully to make a project proposal a reality. You will raise awareness of opportunities in the screen sector, advocating accessibility and offering support to potential members to begin their journey into employment.

- Read and research all previous papers collected by GMAC Film and others on EDI
- Systematic research and reporting of training, education and apprenticeship programmes to work with Screen Start
- Devise and deliver an outreach programme to identify target groups
- Collate a database of interested people who may be encouraged to sign up for membership, potential employers, placement providers and industry mentors
- Identify and recruit potential Screen Start members from target groups so that those who never considered the possibility of working in the screen sector will be engaged
- Organise and deliver a series of open days and taster sessions with industry experts– to inform groups about the variety of opportunities there may be in the screen industry (engaging up to 200 people)
- Engage industry experts in fields particularly short of recruits to talk about their role
- Engage with local schools, colleges and organisations that work with target groups

sector knowledge, networking and policy development

As the front face of the programme, you will be responsible for identifying, maintaining, and developing all key partnerships. Industry mentors will play a crucial part in the success of Screen Start, so a strong working knowledge and experience of the sector is vital.

- First point of contact for potential partners and stakeholders
- Build and maintain links with training providers, schools, HE and FE establishments
- Collaborate with all training providers in Scotland to ensure that Screen Start is on their radar, and build relationships to ensure that Screen Start plans are relevant and achievable
- Build and maintain links with the Screen Industry -the broadcasters, independent film and television production companies to ensure that there is an up-to-date database of productions looking for crew
- Identify which organisations that are willing to provide paid internships for Screen Start members
- Collaborate with training providers, educators and Skills Development Scotland, Screen Training Alliance Scotland to establish potential pathways for members
- Hold regular meetings with potential members to track their thinking and maintain their interest
- Working knowledge of current employability laws, benefit allowances and legislation
- Increase awareness of current policy and the funding landscape by attending events and keeping up to date with policy trends

- Management and development of the Screen Start databases
- Maintain and develop GMAC Film's commitment to Equalities, Diversity and Inclusion policies
- Maintain and ensure compliance and with GDPR, Health and Safety and Protection policies

sustainability

You will be responsible for ensuring the programme aligns with GMAC Film's current Fundraising Strategy. This project is funded for the pilot year at present, so it is essential to identify continued funding from local and central government, trusts and foundations as well as deliver on and nurture current partnerships.

- Alongside the development manager, identify possible funders for subsequent years
- Work with the management team on the submission of funding applications
- Work with the Communications Officer to ensure regular external communication on project activity via digital communications and telling our story
- Regular project reporting and communication with funders and stakeholders, maintaining and building on current relationships
- Capturing of EDI data and other stats, information and deliverables for monitoring and evaluation

team development & collaboration

Contribute to the annual strategic plan with the GMAC Film team to establish a shared creative vision and meet objectives/targets.

- Be a role model for GMAC Film's values both internally and externally
- Contribute effectively at all times as a member of the management team
- Take part in team and board development days if requested
- Ensure Screen Start Programme staff/freelancers are equipped to contribute effectively to the success of GMAC Film with regular 121's, reviews and agreed actions to support their development
- Ensure adherence to GMAC Film employment policies and procedures
- Prompt resolution of any HR issues
- Contribute to recruitment activity
- Provide ad-hoc support to the team as required in other areas of the business to help achieve workload demands/deadlines
- Opening and closing of GMAC Film when the need arises

knowledge, skills & abilities

Essential:

- Excellent organisational skills, including ability to work on own initiative and to effectively manage and prioritise workload
- A motivator with the ability to build and manage internal and external relationships
- Excellent written and verbal communication skills
- A team player and collaborator
- Proven experience of outreach work
- An experienced project/programme manager
- Demonstrable experience of providing training
- A proven ability to budget projects and to produce cost reports
- Experience of making successful funding applications
- Experience of providing feedback and evaluation to funders
- A working knowledge of the third sector
- An excellent knowledge and understanding of the needs of the film industry in Scotland
- A love of film and a creative personality

Desirable:

- A good knowledge of the breadth of roles involved in film and all content production

behavioural competencies

Essential

- Confident ability to sensitively support, engage and enable others
- Available to work flexible hours including evening and weekend work with time off in lieu
- A collaborative and flexible approach to management and leadership
- Strength in multitasking and responsive to change in challenging situations
- A passion for developing and managing impactful services
- An engaging management style and a clear focus on delivery to support, lead and inspire your team to achieve results
- Reflective approach to working
- An enthusiasm and commitment to learn and develop in the role
- A strong commitment to and understanding of diversity, equality, and inclusion
- An enthusiasm for GMAC Film and its objectives



How to Apply

- Please send us a copy of your CV along with a cover letter stating your interest in this role and how you believe your skills fit the requirements listed in the job description.
- Please also complete the Equal Opportunities Monitoring Form, which is unattributed and will be separated from your application at the point of receipt.
- Submit your application by email to opportunities@gmacfilm.com with 'Screen Start Programme Manager' as the subject line. Applications not titled correctly will not be processed.
- Please get in touch if you need to submit your application in another format for accessibility reasons.
- Applications submitted after the deadline will not be considered.
- We will respond to each applicant regarding the progress of your application but are unable to give individual feedback on applications.
- All applications will be dealt with in confidence.
- Anyone wishing further information, on the role, Screen Start or the organisation, prior to submitting an application, please e-mail hello@gmacfilm.com to arrange an informal chat with a member of GMAC Film staff.

Application Deadline

Mon 13th Sept, 10am

Interviews

Week Beginning 20th Sept 2021

Commencement

Immediate Start

GMACFILM 

GMAC Film is a company limited by guarantee with charitable status. Registered company no: SC155843.

Registered Scottish charity no: SC0025250

www.gmacfilm.com