

**Job Description**

**LEARNING AND YOUTH ENGAGEMENT MANAGER**

**(MATERNITY LEAVE COVER)**

**July 2024**



**Information for applicants:**

July 2024

Dear Applicant,

Thank you for your interest in the post of Learning and Youth Engagement Manager (Maternity Leave) at Glasgow Film.

In this pack, you will find some background information about Glasgow Film, along with more detailed information about the role, a job description, a person specification, and broad terms and conditions.

If you would like to apply for the post, please complete the application form and the equal opportunities monitoring form [here](https://forms.office.com/e/nkRUYJaWeT). Please refer to the job description and person specification in your application, telling us why you are interested and what skills and experience you would bring to the role.

Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **Tuesday 6 August at 10am.**

We hope to hold interviews on 14/15 August.

We look forward to hearing from you and thank you again for your interest.

Best wishes,



Allison Gardner

CEO/Co-director GFF

Glasgow Film: GFT and Glasgow Film Festivals

**About Glasgow Film**

Our vision for Glasgow Film is an inclusive, collaborative space where audiences and communities can nurture their passion for cinema and film and be empowered through participation in our programmes. Everyone is welcome and everyone is included. This is ‘Cinema For All’.

Our mission is to provide 'Cinema For All'. We exist to celebrate the magic of film and nurture excellent independent cinema from across the globe. To do this we provide high-quality programmes of curated screenings, festivals, events and industry opportunities; we empower our communities to participate through education and outreach initiatives; and we develop sector leading equalities initiatives to ensure cinema is accessible, safe and welcoming for the widest possible audience.

**Our values are:**

Community

This means that we will value, nurture and grow the Glasgow Film community of film fans, staff, supporters, industry and young people. We will have a positive impact in our community and build meaningful relationships with local people and local organisations as well as national and international networks. We will prioritise equality of access and work to tackle the consequences of systemic racism and inequalities that negatively impact the screen sector and fair access to the arts and culture.

Authenticity

This means we are genuine, honest and transparent with our audiences, our stakeholders and with each other as colleagues. We will behave ethically, with purpose, mindfulness and integrity in our everyday activities. We will celebrate our important history and strong identity.  We know who we are, and our mission and purpose is clear.

Sustainability

This means we will future proof Glasgow Film for future generations through strong governance, expanding the diversity of our communities and reducing our carbon impact.  We will continue to learn how to work more sustainably and imbed good environmental practices across all areas of our organisation.

Glasgow Film is:

**Glasgow Film Theatre**

GFT has been leading the way in specialised cinema for over 50 years. Our three screens show 100% specialised titles, first run world and independent cinema, artists’ experimental work, issue based programmes, thematic seasons, repertory programmes, Scottish produced work, festivals, and a programme of event cinema and live broadcast.

We provide an independent film programme for diverse audiences, including specific community engagement and equalities driven initiatives. These initiatives include our flagship programmes Visible Cinema (D/deaf and hard of hearing audiences), Movie Memories (Dementia friendly) and Access Film Club (Autism friendly).

GFT thrives in a highly competitive Glasgow market for cinema by providing a clearly differentiated experience and programme.

**Glasgow Film Festival**

Glasgow Film Festival is dedicated to presenting the best new Scottish and international film, including feature films, specially commissioned work and special events. Our approach is 'up close and personal' where audiences and creative industry practitioners get the opportunity to meet filmmakers from around the world. We are passionate about cross sector collaborations and partnerships and our unique ‘pop-up cinema’ events are a model of innovative programming in their exciting use of different, vibrant venues across the city.

Our Industry Focus programme is at the heart of the festival, creating a bustling hub of activity for emerging and developing screen practitioners. This is where we forge connections, share fresh new thinking and nurture diverse filmmakers of tomorrow.

**Glasgow Film Learning and Youth Opportunities**

Glasgow Film works collaboratively with young people, teachers, our fellow film education organisations to provide a fun and relevant programme for ages 5-25. The programme includes free Saturday screenings for families all the way through to access the industry events. Glasgow Film Youth Board is made up of young people who have graduated from one of our programmes who curate our year-round programme of free monthly Youth Screenings. Glasgow Film is also the home to Glasgow Youth Film Festival where each year young people aged 15-19 co-curate the three-day festival.

By working with a range of outreach and recruitment partners we aim to ensure that young people from all backgrounds can access our opportunities.

**Film Hub Scotland**

Film Hub Scotland, part of the BFI’s Film Audience Network and is one of the eight Hubs across the UK with the aim of extending film choice, increasing audiences, and enhancing opportunities for audiences across Scotland to deepen their relationship with film.

**Equity, Diversity and Inclusion at Glasgow Film**

Glasgow Films’ commitment to equity, diversity and inclusion is clearly stated in our vision: Cinema For All. We have a proud history and track record of diverse programming, equalities driven partnership working and developing sector leading equalities initiatives (particularly for disabled audiences). Our flagship initiatives are informed by the views of those with lived experience.

We believe in and champion the progression of Article 27 of the Universal Declaration of Human Rights: that “everyone has the right to freely participate in the cultural life of the community, to enjoy the arts [...] and its benefits.” However, significant inequalities continue to exist in accessing, participating in and working in the arts and screen sectors which are symptomatic of wider societal inequalities. Glasgow Film understands that discrimination and inequality affect people in complex ways.

During our Anti-Racism Audit, we learned more about what we need to do to embed a more actively anti-racist and intersectional approach to all of our work; both internally (with staff and volunteers) and externally (with audiences and participants). We know that we still have a lot of work to do and our new Equalities and Anti-Racism Strategy (led by the Executive) will guide us as we drive forward these changes. Our Community Engagement activities play an important part in the success of our new strategy.

Information on our community engagement and flagship equalities initiatives can be found [here](https://www.glasgowfilm.org/community).

Glasgow Film’s original commitments in response to Black Lives Matter can be read [here.](https://www.glasgowfilm.org/updates-on-black-lives-matter-commitments)

Glasgow Film has an Equity, Diversity and Inclusion strategic plan and all departments must track and report on their progress.

Glasgow Film organises annual equalities training for staff and volunteers.

Glasgow Film has a Staff and Volunteers Diversity Committee which meets quarterly.

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**Terms and Conditions**

Employer: The Glasgow Film Theatre

Salary: £34,110 per annum

Term: 9 months (subject to extension due to maternity cover)

Hours: Full time - 37 hours per week and as necessary to fulfil the scope of responsibilities within the post. This may involve some weekend and evening work.

Place of Work: 12 Rose Street, Glasgow, for all office jobs we have a WFH policy.

Holidays: 23 days per year plus 8 currently recognised bank/public holidays.

Notice Period: During probation 1 week, after confirmation of post 1 month for both employer and employee.

Pension: This position will be part of Glasgow Film’s auto enrolment pension plan.

Right to work: The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.

References: Offers of employment are subject to the receipt of references that are satisfactory to Glasgow Film.

Other benefits:        Staff membership benefits (subject to availability): free and reduced priced tickets to Glasgow Film screenings; access to staff screenings; staff rates for hot drinks in café; employee assistance programme; discounted (optional) membership at Hilton DoubleTree Gym and Pool.

Start date: From end of September 2024

Glasgow Film is an Equal Opportunities Employer and as such all positions will be offered to the candidate with the required skills for the post and without consideration to a candidate’s race, ethnic origin, nationality, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

For this role we are open to discussing the possibility of reduced and flexible hours. If you are invited to interview, please ask us about flexibility then, and we will explore what’s possible for the role.

**JOB DESCRIPTION: LEARNING AND YOUTH ENGAGEMENT MANAGER**

**(MATERNITY LEAVE COVER)**

**Responsible to:** Glasgow Film CEO

**Responsible for:** Please see principle duties outlined below

**Staff Structure:** See attachment

**Principal Purpose of the Post**

**Principle duties**

* Lead the delivery of Glasgow Film Education team’s youth strategy and programme through strong budget and project management skills, and building positive working relationships with a range of stakeholders.
* Be responsible for keeping Glasgow Film’s Child Protection Policy up to date and integrated throughout all working practices.
* Line manage and support the work of the Youth Programme Coordinator and Youth Industry Programme Officer, ensuring they are meeting strategic objectives.
* Build positive relationships with funders, write funding applications, reports, evaluations and accurate budgets
* Manage multiple projects, programmes and deadlines effectively across the 13 strands of Glasgow Film Education Programme
* Work with staff and partners to roll-out activities for young audiences, taking into consideration all elements of smooth operation and delivery (planning, budgeting, organisation, marketing, delivery and evaluation).
* Ensure that administrative tasks relating to the programme of work with children and young people are carried out effectively, including logging all project data encompassing costs, income, audience numbers and demographics.
* Represent Glasgow Film at conferences and public events when required.

**Finance & Administration**

* To work alongside the Development Team to source, prepare and submit external funding bids and end of project reports to support development and delivery of our work with children and young people.
* To ensure budgets for projects are well-considered and managed effectively.
* To manage personal data relating to work with children and young people in accordance with GDPR legislation.
* To ensure that when ordering goods or services that Glasgow Film Purchase Orders are created.

**Reporting**

* To the CEO and other members of the Senior Management Team on matters pertaining to programming for Children and Young people, as required.
* Conducting Evaluation throughout the process in the form of feedback forms, discussions, Q&A with groups and responding to necessary change.
* Support external evaluators as required.

**Other**

* A successful PVG check is a requirement of appointment.
* To undertake occasional evening, weekend and public holiday duties when required by the programme.
* To assist with front of house duties for learning event when required
* Any other relevant duties as requested by the CEO as and when appropriate
* You will have a commitment to Equalities and Diversity
* To be committed to the company’s Environmental Sustainability policies
* To fully participate in company meetings and events when required
* To attend relevant training as and when required
* You will help ensure Glasgow Film maintains an inclusive and positive organisational culture.

**PERSON SPECIFICATION:**

|  |  |
| --- | --- |
| **KNOWLEDGE** | **ESSENTIAL(E) / DESIRABLE (D)** |
| A working knowledge Child Protection policies and practices and how to implement best practice  | E |
| A working knowledge of current youth work practices and Curriculum for Excellence  | E  |
| Knowledge of cinema and the screen sector  | E |
| Knowledge of the disadvantage and systemic barriers facing marginalized groups in Glasgow and an understanding of and commitment to equal opportunities and making culture accessible to all | D |
| **EXPERIENCE** |
| Experience of successful project management across multiple projects including setting and working with budgets and co-ordinating a team  | E |
| Working with a range of stakeholders to deliver quality cultural and educational programmes, events and projects  | E |
| Writing applications and reports to funders  | E  |
| Delivering a range of cultural and educational activities that meet the needs of families, children and young people  | E  |
| Experience of outreach in a community setting | D |
| Delivering youth work qualifications i.e. Youth Achievement Awards or Participative Democracy Certificate  | D |
| **SKILLS AND ABILITIES** |
| Excellent interpersonal skills | E |
| Able to effectively line manage staff and create a positive working environment  | E |
| Able to work on own initiative | E |
| Ability to work well with internal and external colleagues | E |
| Strong administrative and organisational skills | E |
| Able to use digital tools and platforms for admin and communication  | E |
| Relevant experience doing desk-based research and understanding data  | D |
| **PERSONAL QUALITIES AND ATTITUDES** |
| Positive and friendly | E |
| Collaborative | E |
| Pro-active and motivated  | E |
| Honest and sincere | E |
| Empathetic and kind  | E |

Don’t meet every single requirement? Studies have shown that women and those from the Global Majority are less likely to apply to jobs unless they meet every single qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply.