

WATERSHED

Job Description

Film Hub South West Community Manager, Maternity Cover

Dear Applicant,

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply. Watershed's first value is ***Inclusive - We are people led. We listen to and engage with the broadest range of people.*** This letter lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so feedback and questions are very welcome.

This role is an exciting opportunity to join *Watershed and collaborate with partners across the South West region to develop an inclusive and thriving network of partner venues and film exhibition organisations as part of the UK wide BFI Film Audience Network (FAN) in the context of the BFI's strategy BFI2022.

**Note that the role will initially work remotely (due to the current COVID-19 situation, see [Watershed's Temporary Working From Home Policy](#)) and eventually, when it is practical to do so, go on to be based at Watershed.*

The role:

We are looking for a self-motivated individual with a passion for film exhibition to respond to the needs of a diverse membership of cinemas, film festivals and film screening organisations at this challenging time. The Community Manager works to support members to grow and enrich people's engagement with the cinema experience and film culture where they live. The role has a broad remit from inspiring organisations and individuals to get involved to managing a budget and reporting back to funders. Inclusivity and outreach is key to ensure that the widest range of organisations are aware of, and can access our support and networks.

About you:

You will be comfortable working collaboratively and creatively and able to back this up with pragmatism and solid project management experience, particularly around budgeting and reporting. Given the geographic spread of the region and the current operating context, you'll need to be prepared to animate a network virtually and as things evolve, back in the real world.

About Watershed and Film Hub South West

Watershed leads Film Hub South West, a growing network of over 170 cinemas and film exhibition organisations from its base in Bristol which was recently named UNESCO Creative City of Film. As Film Hub

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Lead Organisation (FHLO), Watershed will build on its own passion for presenting the past, present and future of cinema and track record in talent development to share expertise and support existing and new partner organisations across the South West. For cultural cinema to be for everyone, everywhere, we believe that we need a thriving and inclusive cultural film exhibition sector: one which invites and inspires everyone to engage in and shape film culture beyond the mainstream; nurtures future generations; breaks down barriers to engagement and recognises the quality and value of difference.

About BFI Film Audience Network:

The BFI Film Audience Network (BFI FAN) is a collaboration of 8 Film Hubs, managed by leading film organisations and venues around the UK. It has over 1,200 members, including cinemas, festivals, multi-arts venues, community cinemas and film archives. Supported by National Lottery funding it aims to build more diverse audiences for UK and international film and support the cinema exhibition sector.

Further reading:

- [BFI2022 Strategy](#)
- [Film Hub / BFI NETWORK South West](#)
- [BFI Film Audience Network](#)

Before you apply:

The current Watershed team is majority white, cisgender and non-disabled. We believe our work will be stronger with greater diversity and welcome applications from those who bring difference. Watershed welcomes the whole person to work, and we understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

You may not have worked in a cultural organisation before, or in an organisation like Watershed. Perhaps you have worked for another type of network in another sector such as community development, music or theatre - these are all potentially very transferable contexts.

If you are from a background that is underrepresented in the culture sector (for example you are from a community that experiences racism, you did not go to University, you had free school meals as a child or you are a disabled person (as defined by the Equality Act 2010), and you would like support to articulate how your experience is transferable to this role, you can book time with one of our team. We will ensure the person you meet is not involved in the recruitment process. They would be pleased to help you think this

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through. Please request this by emailing: filmhub@watershed.co.uk (we will not ask you to disclose your background).

We also guarantee an initial chat for anyone who identifies as one or more of the above and fulfils the minimum criteria for the role. If you would like this to be a consideration in your application, please indicate this in your statement in support of your application.

Timeline:

In order to broaden the field of candidates, the Watershed team will aim to meet all candidates who meet the criteria for a short online chat. We will then hold interviews and send you a list of questions in advance.

The ideal start date for candidates is from **mid- February 2021**

The closing date and time for all applicants is **Thu 7 Jan 2021 17:00 (BST)**

Short online chats: Tue 12 – Fri 15 Jan 2021

Interviews: Tue 19 Jan & Wed 20 Jan (likely to take place online)

Please note that if you have not heard from us by Mon 25 February 2021, you have been unsuccessful, and we are unable to offer you an interview.

Our forms:

Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form which you will find on the recruitment web page. We are striving to understand more about who applies to work with us. We invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process.

Watershed will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making. Feel free to get in touch if you have any questions.

Best wishes,



Madeleine Probst – Film Hub South West Managing Producer Watershed,
1 Canon's Road, Harbourside, Bristol, BS1 5TX

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Position: Film Hub South West Community Manager – Maternity Cover

Grade 2 £29,000 - £31,000 Per Annum (depending on level of experience)

Full-time* Fixed Term contract: 12 months or upon return of the permanent post-holder. **Full time working is preferred but flexible terms will be considered for the right candidate.*

Responsible to: Film Hub South West Managing Producer

Purpose of Job

An exciting opportunity for a self-motivated individual with a passion for film exhibition and solid project management experience to manage and animate a real and virtual community across the South West part of the UK-wide BFI Film Audience Network (FAN). Based at *Watershed in Bristol and reporting to the Film Hub Managing Producer, with support from the wider team, the role involves collaborating with partners across the region to support the sector at this challenging time, working towards an inclusive and thriving network, and ultimately growing and enriching people's engagement with the cinema experience and film culture where they live.

**Note that the role will initially work remotely (due to the current COVID-19 situation, see [Watershed's Temporary Working From Home Policy](#)) and eventually, when it is practical to do so, go on to be based at Watershed.*

Principal Responsibilities

- Managing Film Hub community relations with existing and new potential members and actively inviting participation and feedback; with a focus on underserved groups
- Collaborating with the Marketing Co-ordinator on communication to maximise the impact and visibility of our activity, members' activity and the support of National Lottery and BFI
- Brokering and supporting access to the network (making introductions, encouraging collaborations and engagement with Film Hub and other relevant FAN and BFI funds)
- Carrying out key administration tasks (incl. organising meet-ups, circulating agendas, taking minutes, maintaining databases)
- Identifying the needs of the membership to inform a responsive sector development programme

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- Developing and producing networking events and capacity building schemes (e.g. training events, travel bursaries, mentoring)
- Facilitating open calls and strategic investments in consultation with the Film Hub Managing Producer
- Supporting and monitoring selected Film Hub projects including creative direction, risk assessments, budgets and evaluation
- Managing and monitoring of the Film Hub budget and cash flow overseen by the Finance team and the Hub Managing Producer
- Commissioning and managing consultants and guest speakers where appropriate to maximise effectiveness of activity
- Implementing an effective approach to data monitoring, analysis, market research, evaluation, case studies in consultation with the Hub team, BFI and FAN partners
- Legacy: working with the Watershed team, partners and consultants to continue to support the development and profile of projects after completion and ensure learning feeds into ongoing strategy
- Providing support to fundraising initiatives for the Film Hub
- Representing the Film Hub at meetings/events/receptions/conferences in the region and beyond
- Participating in training and seek ways to develop the role
- Flexible working hours will be required involving some weekends / evenings and travel around the region

Key Performance Indicators

- The Hub stays “healthy” with members valuing their participation; new members joining; new collaborations being formed; and with audience facing film activity happening across the region
- The Hub plan is delivered and stories are captured and shared, raising awareness about what’s on offer, fostering peer-sharing and visibly making the case for impact
- Hub produced activities are well delivered, promoted, documented and attended
- Budgets and financial records managed well
- Projects are sustainable have legacy after direct production has ended
- The Hub members, Film Hub Managing Producer, the Watershed Board as well as funders receive timely and clear communication to the highest possible standard
- Positive working relationship with key public sector agencies, funders and industry partners
- A generous and effective member of the Watershed and the Film Hub South West teams

Person Specification

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Skills & Experience

- A flexible and positive approach to work.
- A creative thinker with the ability to understand new ideas and how they can be supported, developed and shared
- Highly organised with the proven ability to meet deadlines and targets while working in a busy environment
- A demonstrable and evidenced commitment to inclusion
- Experience of project management and administration, including budget management, reporting and evaluation
- Experience in creative projects administration and production
- Excellent communication skills and ability to deal effectively with people at all levels
- Experience in event promotion and/or network communication, including via social media
- Presentation, report writing and public speaking ability
- A people person with the ability to develop and maintain good collegiate working relationships as part of a team, with partners and stakeholders
- An interest and/or experience in film culture, the wider film/creative industries and cultural sector

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important. Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

Watershed is striving to be an equal opportunities employer.



Watershed is a Social Enterprise Mark Holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.

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Film Hub South West is led by Hub
Lead Organisation Watershed as part of the BFI
Film Audience Network and funded by the British
Film Institute through National Lottery Funding.