

## **JOB OPPORTUNITY**

### **Executive Assistant – part-time, flexible working**

#### **Background Information**

Ffilm Cymru Wales is committed to advancing an inclusive film sector and film culture that benefits people across Wales. We work across the sector supply chain, supporting film development, production, cinemas, film festivals and film and media education, offering advice, funding, skills advancement and advocacy.

For more information please see [www.ffilmcymruwales.com](http://www.ffilmcymruwales.com)

#### **Main purpose of the role:**

Working to the CEO, this is a key position to ensure the smooth operation of Ffilm Cymru Wales. The post holder will have excellent communication skills, liaising across the executive, Board Members and with our suppliers and clients.

#### **Terms:**

Part-time:	24.5 hours (the equivalent of 3.5 days) per week
Flexible working:	The hours can be allocated flexibly across the working week, but some time should ordinarily be spent in the Cardiff office each day.
Location:	Cardiff
Salary:	£22,500-£24,000 FTE (£15,750-£16,800 pro rata), dependent on experience. Plus pension.
Contract:	12-months fixed term, with potential to extend.

#### **Principal duties and responsibilities**

- Supporting the Chair, Board of Directors and Chief Executive through the setting up and accurate minuting of meetings and the preparation of Board papers;
- Liaison with the offices of our core funders and stakeholders to including setting up meetings and collating/distributing papers;
- Arranging travel arrangements for Chair and Board members;
- Overseeing the Chief Executive's diary, arranging travel and accommodation within the UK and abroad and providing administrative support;

- Office management duties including liaison with our landlord (including tracking room booking and services); maintenance of supplies and services (e.g. photocopier, 'phones, stationary, liaison with external IT support);
- Co-ordinating recruitment within the company including advertising vacancies, receiving and collating all applications and scheduling interviews;
- Organising and minuting Team Meetings;
- Proof reading Welsh text & translating text for social media;
- Record keeping and maintaining filing systems;
- In liaison with the Finance Manager processing invoices, purchase orders and maintaining petty cash records;
- Research, to support the growth of our networks, funding bids and background information, as requested by the CEO;
- Responding to general enquiries and redirecting to appropriate team members;
- Assisting with events where required.

### **Person Specification**

You will be a self-motivated individual with strong administrative, communication, Excel and writing skills.

Able to work independently, prioritising and reprioritising tasks according to importance and deadlines, efficiently and with attention to detail.

Professional and courteous.

The ability to speak Welsh is essential.

This is principally an administrative job and this is where your focus should be, however, it is a stimulating environment and a good opportunity to make contacts and learn about the sector for those interested in this area in particular.

### **To apply:**

Ffilm Cymru Wales are committed to improving the diversity and inclusivity of the film sector and audiences in Wales and carry that commitment through to our recruitment and staffing practices.

Applications can be made by sending your CV together with:

- a letter, **or**
- a short video

In either case you should explain:

- Why you are interested in the job;

- What experience you have of fulfilling similar duties to the Principal duties and responsibilities outlined above;
- What skills you have that meet the requirements of the job;

We are also interested to hear:

- What you think of Ffilm Cymru Wales's work and approach; and
- What you could bring to the team – your personal qualities and perspective.

All of our team members are valued and we particularly welcome a range of experience and points of view that will enable us to collectively offer a better service to Wales.

Applications should be marked for the attention of Angharad Williams and emailed to [angharad@ffilmcymruwales.com](mailto:angharad@ffilmcymruwales.com) or posted to:

Ffilm Cymru Wales  
Tramshed Tech  
Pendyris Street  
Cardiff  
CF11 6BH

to arrive no later than **12 noon on Monday 3<sup>rd</sup> December.**

We would be grateful if all applicants could also complete our Equality, Diversity & Inclusion monitoring form here: <https://www.surveymonkey.co.uk/r/FfCWCareers1819>

This information helps us to comply with the Equality Act 2010 and to improve the equality, diversity and inclusivity of our workforce. We will not share any of your personal data with third parties. The information you supply will be anonymised and processed in accordance with the Data Protection Act and General Data Protection Regulation. We hold data for 1-year and then securely destroy it, only retaining collated analysis that does not retain personal details.

### Next steps:

As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum job criteria.

Interviews will be in person or via telephone or Skype on the **12<sup>th</sup> and 13<sup>th</sup> December.**

We will also consider offering a job trial, rather than interview, for promising candidates where interviews are a recruitment barrier.

