

TEAM ASSISTANT, FILMING IN ENGLAND

Creative England and the Creative Industries Federation have come together under the Creative UK group. We are the network for the creative industries and we know that connection changes everything. As a non-for-profit public purpose organisation we aim to deliver value for money across all our services and partnerships. Our people are at the heart of our success and we are committed to building a team that represents a variety of backgrounds, perspectives, and talents.

The Filming in England team are the first port of call for productions looking to film in England, outside of London. Funded by the BFI, our national team offer free comprehensive production support to feature film and high-end TV. Working alongside our Film Office partners and our Regional and National networks, we are on hand to help at every stage of production, from early feasibility to post.

Our [Filming in England](#) Team Assistant will operate at the heart of the team overseeing and streamlining processes and procedures to ensure effective delivery of Production Services. We are looking for a self-starter who has strong organisational skills for this key support role, to provide comprehensive administrative, research and operations support to our fast paced, dynamic team.

LOCATION: Greater Manchester, Bristol or Elstree Studios

SALARY: £20k + benefits

CONTRACT: Full time employment, 1-year fixed term renewable

TO APPLY: Email CV and cover letter* to jobs@creativeengland.co.uk by 9th June 2021. Interviews will take place by VC w/c 14th June 2021.

KEY RESPONSIBILITIES

Provide a broad range of support to include:

- Organising meetings, coordinating communications, responding to enquiries
- Note taking, progress chasing actions
- Research support for key projects such as annual evaluation or policy/research initiatives.
- Administering team procedures and ways of working
- Supporting planning, implementation, and delivery of activity.

Supporting events preparation and implementation including online meetups, stakeholder and delivery partner meetings.

Provide support to our team of Managers including coordinating standardised communications to partners , stakeholders and updating resources where required

Maintain Filming in England's website; update information, to include production news, funding, events and guidance assets

Work closely with the Brand and Marketing Team to provide relevant promotion of services

Support monitoring and team reporting requirements by gathering relevant statistics, updating tracking data and providing reports when required.

Provide dedicated support to the Head of Productions Services where required

Any other reasonable duties that arise to fulfil the objectives of the role.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

PERSON SPECIFICATION

A highly organised and experienced administrator to work in a fast-paced team environment.

Essential

- Demonstrable experience of working in an administrative role
- Strong communication and interpersonal skills
- Confident, organised with the ability to implement a proactive approach to your work
- Ability to manage multiple priorities, work to deadlines and respond well to pressure
- Proven ability to work in fast paced team environment with a keen eye for detail
- Competent IT skills: MSOffice

Personal Qualities

- Confident communicator
- Work to own initiative
- Pro-active in identifying the support needs of the team
- Team worker
- Flexible and pragmatic

*Diversity Changes Everything: We value difference and celebrate the creativity that it brings.
We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds,
perspectives, identities and talents.*