



Learning Coordinator - Screen Argyll

Application Information Pack and Job Description

Salary: £20,800 annually (based on 0.8 FTE at salary of £26,000)

Hours: ave. 30 hours per week - days can be flexible and negotiated in advance. We are open to a job share - please do get in touch pre-application to discuss how this could work.

Office Location: Isle of Tiree. You must be available to work minimum 2 days per week at our Tiree-based office for the duration of the role. This role will include travel within Argyll and the isles (separate budget available), and evening and weekend work when required.

Contract Type: Fixed-term for 12 months (extension possible depending on funding)

Reporting to: Screen Argyll Programme Manager

Application process

To apply, please email info@screenargyll.co.uk **by 11.59pm on Tuesday 5th March 2024**, sending the following documents as PDF attachments:

1. **CV** - outlining your qualifications and experience
2. **Cover letter** - detailing:
 - why you are interested in and feel you are suited to the role, and what skills and experience you could bring to the role
 - confirming your availability for interview on either Thursday 14th or Friday 15th March and whether you'd be attending online or in person (unfortunately we do not have budget for travel)
3. **Application For Employment & Equal Opportunities Form (and declaration)**

Shortlisted candidates will be informed end of day on Monday 11th March 2024.

Interviews: Thursday 14th / Friday 15th March 2024. We will share questions in advance.

Appointment: candidates will be informed of the outcome by Monday 18th March 2024.

Start date: ideally the successful candidate will start on Tuesday 16th April 2024.

Got questions? - contact Jen (Skinner, Programme Manager): jen@screenargyll.co.uk

Please don't hesitate to get in touch before applying to ask any questions you might have about being island-based, or the possibilities of a job share. Further, we understand that people who have experienced discrimination and marginalisation, or may come from a 'non-traditional arts' background or rural community, often feel they do not meet all the criteria listed in a job description like this. If this sounds like you, and you would like to talk about the job role - even if you feel unsure you have ALL the skills - please feel welcome to get in touch for a pre-application chat to see how we could work together.

About Screen Argyll

Screen Argyll supports all forms of film exhibition, promotion, and engagement throughout Argyll and the isles. We deliver screenings, festivals, film education, film and animation production, resources, and community projects across Argyll and the Isles. Screen Argyll provides opportunities for remote communities to connect through film and supports venues to engage with the widest possible audience. Most of our small team live in the island communities in which we work.

Our four key values which interweave across all our work are:

- Inspiring Creativity
- Diverse Voices / Programming
- Like-minded Partnerships
- People Come First

Argyll and Bute is the second largest local authority in Scotland and with 45% of the region's population living in areas classified by the Scottish Government as 'remote rural', networks like our existing Community Cinema Network are crucial for cohesion as well as reducing social isolation.

Screen Argyll are the only organisation supporting all forms of film exhibition, education, promotion, and engagement throughout Argyll and the isles. Further to our Community Cinema Network, across the last four years, Screen Argyll has been nurturing a screen education alumni network with a view to developing pathways for young people and growing our partnerships with the film exhibition and production industry.

You can find out more at <https://screenargyll.co.uk/> about our work including: film education workshops, projects and BFI Film Academy, Sea Change Film Festival and Industry Development Lab, Between The Tides project, and how we connect audiences online via our Stream Screen Argyll video streaming platform and Sofa Cinema post-film discussions.

Our office is located at:

Screen Argyll,
Tiree Business Centre,
The Island Centre,
Crossapol,
Isle of Tiree
PA77 6UP

Find / follow us online...

Website: screenargyll.co.uk

Streaming platform: stream.screenargyll.co.uk

Follow us on Instagram/Twitter/Facebook @screenargyll

The Role

Purpose

The Screen Argyll Learning Coordinator will build partnerships and key relationships, supporting sectoral development of screen education provision in the Argyll and Isles. The Learning Coordinator will help Screen Argyll to develop strategy for ongoing support of our young film makers and filmmaking in Argyll and the Isles.

This new role centres on provision in island and rural communities for children and young people aged 5 to 25 - in both formal and informal education settings - who are unable to access opportunities often focused on mainland and urban areas. You will work with the Programme Manager and Screen Argyll Directors to devise and deliver year-round events and activities which support the understanding, appreciation, and creative use of film for young audiences. This role is funded by Screen Scotland.

Main responsibilities (including but not limited to):

- Building our knowledge and networks of teachers/educators, community and industry partner organisations across Argyll and nationally
- Coordinating, administrating and evaluating session work led by our small team:
 - working with the Programme Manager and Screen Argyll Directors to devise and deliver year-round learning programmes for Argyll and the Isles (in person and online)
 - supporting the delivery of (online) professional development with formal and informal educators across our region-wide network
- Acting as Event Lead for specific screenings and events, and general events production support including logistics, equipment, hospitality and audience feedback materials
- Contribute to longer term planning to ensure growth by researching and scoping strategy for the delivery of film education and how to maximise young people's engagement with opportunities throughout Argyll and the Isles (*including any learning emerging from the Film and Screen Curriculum for Scotland pilot scheme and our programme of activity*)
- Working with the Development Manager and Programme Manager to prepare and submit funding applications to support further opportunities and activities in Argyll and the isles beyond this initial 12-month period
- Contribute to the regular monitoring and evaluation of our work by feeding into verbal and written reports to external funders and stakeholders, meeting bi-monthly with the head of learning at Screen Scotland, and assisting the programme manager by managing and monitoring programme budget and payments
- Promoting and sharing our activity/work where required, producing marketing and communications copy for website, social media and mail-outs, and representing and profiling Screen Argyll to national and international partners
- Ensuring all of our safeguarding policies are kept up to date, and feeding back any best practice learned from our partners / through programme activity
- Any other duties commensurate with the scope and status of this role.
- Deliver all work in a manner that reflects Screen Argyll's values and principles.

Person Specification

The criteria below indicate the skills, experience and qualities that are required, and desired, of the successful applicant.

Essential:

- Knowledge of the processes involved in delivering a programme of learning activity in the creative sectors
- Demonstrable ability to plan, promote, organise, deliver and evaluate projects of varying sizes and with competing deadlines
- Experience of working with and/or developing young people's skills
- Experience of working effectively with partner organisations / managing relationships
- Excellent interpersonal and communication skills, with an ability to work well independently, as well as part of a team and a wider organisation
- A proven ability to prioritise, demonstrate commitment, and take a creative approach to problem solving
- Experience of managing and monitoring budgets to meet financial targets
- Experience of writing or contributing to funding applications
- Interest in and some knowledge of film

Desirable:

- Experience of teaching or skills relating to education; Knowledge of schools, the curriculum and of informal learning settings such youth clubs, libraries etc.
- Experience or skills relating to film
- Knowledge and understanding of the screen sector in the UK
- Experience of building partnerships and nurturing networks
- Experience of working with rural communities
- Some knowledge of Gaelic language and culture

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

How your information will be used

In order to progress your application, for administrative purposes, Screen Argyll will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of Screen Argyll. If you are successful Screen Argyll will retain this data as part of your employee record. In the event your applications is unsuccessful, we will hold the application and the data contained for three months_in case of a future vacancy which we may invite you to apply for, following which we will delete it. If you have any questions about Screen Argyll's use of data please contact us.