



Welcome to our information pack

Administrator, Operations, Partners & Projects (OPPs)

The following information is provided to assist your application. Information about the BFI can be found at our website www.bfi.org.uk with information specifically about job vacancies at www.bfi.org.uk/about-bfi/job-opportunities.

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Welcome to our information pack:

Administrator, Operations, Partners & Projects (OPPs)

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Administrator, Operations, Partners & Projects (OPPs) will play a crucial role to ensure our success going forward.

1. How to Apply:

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification plus our completed equality & diversity monitoring form.

Please submit your application by **Tuesday 19 November 2019**. If you experience any technical difficulties or require reasonable adjustments for the application process please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 957 3207 who will be happy to help. Please be aware that Google Chrome users may experience technical issues when submitting an application online and are recommended to use an alternative browser.

If you are a BFI internal applicant, please apply via 'My BFI Account'.

First interviews will be held on **Friday 6 December** and **Monday 9 December 2019**.

If you have any questions or want to discuss the post prior to applying please contact me at: arnold.voysey@bfi.org.uk

I look forward to receiving your application.

Arnold Voysey
Operations & Database Manager

2. Job Advert



Administrator, Operations, Partners & Projects (OPPs)

Salary £22,494 - £23,865 plus generous benefits package

We support flexible working

We are seeking an administrator who will support the Operations, Partners & Projects team, Film Fund team and a range of BFI departments in all aspects of Lottery application and award management, project management, performance review, contracting and partner support.

Key Responsibilities will include:

- Assist OPPs team colleagues to ensure a standardised approach for the BFI's funding for film, throughout application and award processes.
- Answer queries and supply standard advice to grant recipients and potential applicants (telephone, email, face to face).
- Use the grant management system (Blackbaud Grantmaking) to receive, log and check the eligibility and completeness of applications.
- Assist in the tracking of reporting and delivery process for funded partners and individual awardees, including through the preparation of funding agreements.

The ideal candidate:

- Will have high levels of administrative, organisation and communication skills with the ability to prioritise and meet deadlines.
- An understanding of database systems and a working knowledge of MS Office.
- An ability to deal with enquiries with tact and diplomacy.

Based at BFI Stephen Street, you will enjoy benefits such as our pension scheme, excellent support for working parents, 28-33 days annual leave, tickets to BFI festivals and events plus many others. Further details about the post can be obtained by visiting: www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is **Tuesday 19 November 2019**.

First interviews will be held on **Friday 6 December** and **Monday 9 December 2019**.



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. This role is graded at Level 1B and the salary range is £22,494 to £23,865.

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role.

After successfully completing our 6 months' probation period candidates will progress to the spot rate for the role at £23,169 (if not appointed at that rate or higher).

At the BFI we offer a wide range of benefits to our employees including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, 4 weeks paid parental leave and enhanced shared parental pay
- We promote and support flexible working
- Our Employee Assistance Programme provides advice and support for employees and their key family members across all life events
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events and Film Festivals (the London Film Festival and FLARE)
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% employee discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% employee discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% employee discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.

4. The BFI

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, a charity core funded by Government
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

[BFI2022](#) is our strategic plan for film for 2017-2022. It focuses on our three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences. The strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

Diversity & Inclusion

We welcome applicants from all backgrounds.

We want to make sure our workforce is diverse and representative of the communities we work with, and that our opportunities are open to all.

- We are Stonewall Champions. Stonewall works for equality and justice for lesbian, gay, bi and trans individuals.
- We are a Disability Confident employer, accredited by Jobcentre Plus.
- Our two areas of under-representation are BAME re ethnicity and disabled people. To encourage applications from both communities, all candidates who meet our job

specification minimum requirements for the role they have applied to are invited to stage 1 of our selection process.

- We are members of the Employer's Network for Equality and Inclusion.
- We are members of the Southbank Employers Group, a partnership with a long-term commitment to improving the everyday experience of the area for employees, visitors and residents alike.

People Engagement and Wellbeing

The BFI takes our responsibility to engage and develop our employees seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager.
- Meetings are held at Directorate, Department, team and individual level with 'all employee' events each quarter.
- Our brand values are 'Approachable, Inspiring and Responsive'.
- We are committed to promoting diversity and inclusion across all our activities. A cross BFI representative steering group assists us plan and monitor our initiatives.
- Our mean gender pay gap was 0.4% as at 31 March 2018.
- We are a disability confident employer.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health First Aiders at each main site.
- We regularly review our staff engagement strategies to see how we are doing

5. The Role

Job Description

Directorate:	DCEO
Department:	Film Fund
Role:	Administrator, Operations, Partners & Projects (OPPs)
Grade:	1B
Accountable to:	Operations & Database Manager
Main contacts:	Film Fund, Business Affairs, funded partners, applicants, Production Finance, External Affairs, Education, International, Young Audiences Content Fund, IT, Digital, Marketing and Communications, Business Performance
Location:	Stephen Street

Main Aims

Crucial to the overall effectiveness of the BFI’s funding for film, the Operations, Partners & Projects (OPPs) team are responsible for the operational capabilities of the Film Fund and for wider operational frameworks for departments making funding awards. This includes project management; partner relationships; funding application processes and accessibility; producing consistent guidelines that reflect the current funding landscape; monitoring and analysing the outcomes of Film Fund activity (including diversity) against targets and providing first class partner and applicant support for Lottery and other funding awards.

The Administrator will support the Coordinators, Operations & Database Manager, Senior Manager and Head of OPPs, plus colleagues across the Film Fund, Business Affairs and a range of BFI departments, in all aspects of Lottery application and award management, project management, performance review, contracting and partner support.

Key Responsibilities

- Use the grants management system, Blackbaud Grantmaking, to receive, log and check the eligibility and completeness of applications and related materials before preparing the files for coordinators and managers.
- Run a due diligence ID check on all awarded applications.

- Assist OPPs team colleagues to ensure a standardised approach for the BFI's funding for film, throughout application and award processes.
- Assist in the creation of key training and delivery documentation of departmental systems, including those involving external partners.
- Assist in the tracking of reporting and delivery processes for funded partners and individual awardees, including through the preparation of funding agreements, ensuring that reporting requirements are adhered to through best use of BFI grant systems.
- Liaising when required with grant recipients to ensure that claims for funding are submitted and monitoring information is supplied on time and in the prescribed formats.
- Collate and distribute reports and other documents to internal colleagues.
- Set up meetings with papers and refreshments and take minutes where appropriate.
- Check the accuracy of invoices and other relevant materials on receipt, and ensure that all payments are approved and made as scheduled and financial procedures are adhered to.
- Assist OPPs team colleagues in setting up and delivering new projects and partnership activity.
- Support the Business Affairs team with administrative tasks as required.
- Answer queries and supply standard advice to grant recipients and potential applicants (telephone, email, face to face).
- Liaise with the Inclusion team to support their work in meeting the access requirements of applicants to the Film Fund.
- With OPPs team colleagues, assist in generating monitoring data in relation to funding schemes, including for publication in liaison with the Communications team.
- Assist in identifying and implementing improvements to departmental systems and processes.
- Promote and support diversity and inclusion in all activities.

- Ensure the BFI meets all its statutory requirements in relation to the Data Protection Act 2018 and, in liaison with colleagues, provide all necessary documentation for all Freedom of Information requests.
- Carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.
- Be collegiate and a good team player, support others where you can, and actively participate in team meetings, events and induction of new team members.
- Be an ambassador for the BFI through maintaining a professional approach at all times.
- Become familiar with and adhere to BFI policies and procedures.
- Undertake any other activities that may be reasonably required.

Administrator, Operations, Partners & Projects (OPPs) Person Specification

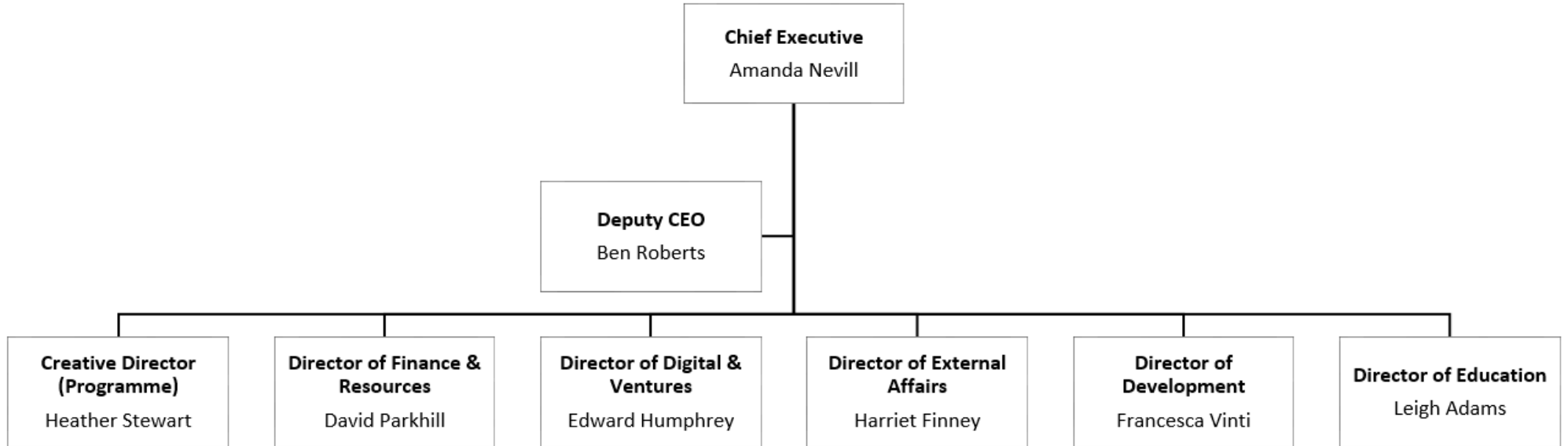
Minimum requirements:

- GCSE Maths and English or equivalent.
- Experience of effective team working in a high-pressure environment.
- A high level of administrative and organisational skills, with the ability to prioritise and to manage and meet deadlines.
- An enthusiasm for and understanding of database systems and the operation of them.
- Good communication skills with the ability to deal effectively with people at all levels
- Working knowledge of MS Office (Word, Excel, PowerPoint and Outlook).
- An ability to deal with enquiries with tact and diplomacy.
- Experience of working as a supportive team member.
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders.
- A demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment.
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'.
- A commitment to continual professional development.

The postholder must at all times carry out his/her responsibilities with due regard to the BFI's Policies and Procedures.

June 2019

6. BFI Executive Structure:



7. Operations, Partners & Projects: Department Organisation Chart

