

## **JOB DESCRIPTION**

### **Job Title:**

**Community Engagement & Learning Manager, Belmont  
Filmhouse, Aberdeen**

**Line Manager:** Head of Community Engagement and Learning

**Direct Reports:** Engagement Assistants, Volunteers, Freelance  
Tutors and Temporary staff attached to specific  
projects

**Salary:** £28,000 per annum

**Status:** Full time, for an initial 12 month period

**Start date:** July 2021

**Location:** The role will be based out of the Belmont  
Filmhouse in Aberdeen. Due to the current  
COVID-19 constraints the role will initially work  
remotely from home.

### Application Process:

Please apply by submitting your CV and covering letter explaining why you think you are the best candidate for this role by **5pm on Monday 24<sup>th</sup> May 2021**. Use the following link to apply: <https://hr.breathehr.com/v/community-engagement-learning-16283>. Interviews of shortlisted candidates will be held via Zoom in the week **beginning 7<sup>th</sup> June 2021**.

### Informal Discussion:

If you'd like to have an informal discussion about this role, please contact Yvonne Gordon, Head of Community Engagement and Learning, at [yvonne.gordon@cmi-scotland.co.uk](mailto:yvonne.gordon@cmi-scotland.co.uk).

### *Information Specific to this Role:*

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. From 28 February 2011, preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the CMI.

## **Centre for the Moving Image**

The Centre for the Moving Image (CMI) is a national organisation with bases in Edinburgh and Aberdeen. It is aiming to use film in all its guises to transform people's lives – through the watching, making and understanding of film.

The CMI currently incorporates Scotland's leading independent cinema, Filmhouse, the world's longest continually running film festival, Edinburgh International Film Festival, the Filmhouse Café Bar, and the home of film in Aberdeen, Belmont Filmhouse.

Filmhouse is a founding member of the Edinburgh Cultural Venues Group, Edinburgh International Film Festival is a founding member of Festivals Edinburgh, and Belmont Filmhouse and CMI are founding members of Culture Aberdeen.

## **Purpose of role**

Reporting to the CMI's Head of Community Engagement and Learning, this post is responsible for developing, coordinating and delivering the community engagement, education and outreach programmes at Belmont Filmhouse, Aberdeen. The post holder will build relationships with schools, community groups, stakeholders and audiences of all ages, in line with CMI's primary audience development objective:

*To develop a broader range of audiences for a broader range of films – deepening and widening engagement.*



## **The Role and Person**

The CMI believes that we will be stronger with greater diversity at all levels in the organisation and therefore welcomes applications from those who bring difference.

We are looking for a passionate, people-centred and highly driven Community Engagement & Learning Manager who will build strong links between Belmont Filmhouse and the diverse communities in Aberdeen and the North East of Scotland.

The successful candidate will be a creative and dynamic project manager who has practical experience of leading workshops and facilitation. A confident communicator, committed to inclusivity and access, they will be able to use their strong interpersonal skills to build relationships quickly and meaningfully with a diverse range of community stakeholders at all levels.

This is a new and extremely rewarding position, with a broad remit, which will see the successful candidate develop CMI's role within the community and create opportunities and programmes to engage a wide range of people with the work we do, and thereby help us reach our strategic aims – promoting world cinema to hard to reach communities and building a more connected society through a love of film.

The post will suit a self-starter who is able to work productively to initiate and manage budgets, projects, multiple workstreams and associated administration and reporting tasks without daily supervision.

## **Responsibilities**

Reporting to and working with the Head of Community Engagement and Learning:

### **Audience Development**

- Develop, coordinate and deliver education and learning projects, activities and programmes aiming to develop audiences for the future
- Develop and promote youth audiences for Belmont Filmhouse
- Recruit and manage the Young Programmers and associated activity
- Maintain and manage the Senior Selections Volunteer Group and their film programme for Belmont Filmhouse
- Liaise with the marketing department to promote programmes and activities
- Contribute to department communication – newsletters, website and social media posts, etc

### **Education & Learning Development**

- Plan, manage and coordinate the delivery of individual projects, activities and programmes
- Liaise with Head of Department to devise and deliver a year round schools programme for Belmont Filmhouse, including hosting and introducing all screenings
- Write and distribute the regular schools newsletter, produce copy for brochures, and update the web site and social media content
- Act as main point of contact for all enquiries and bookings relating to education and learning at Belmont Filmhouse

- Ensure targeted promotion of Belmont Filmhouse education and learning opportunities to schools and teachers, including subject specific screenings, teacher CLPL and other projects
- Recruit and manage the Teacher Advisory Group
- Produce and maintain delivery plans, cost reports and data reports for education and learning projects, activities and programmes
- Develop, maintain and update the database of contacts with partner educational institutions, schools, colleges, organisations and individuals
- Liaise with the CMI Development team to provide relevant information to support fundraising, reporting and partnership development
- Coordinate sub-contracting tutors and speakers for education and learning projects, activities and programmes
- Liaise with the Community Engagement and Learning team in Edinburgh in developing strategy and coordinating the delivery of cross-CMI projects, activities and programmes

### **Community Engagement**

- Plan and deliver all aspects of community engagement activity at Belmont Filmhouse
- Maintain and develop our existing community relationships and identify key community stakeholders across Aberdeen to build new partnerships with



- Review, develop and enhance the community engagement programme for Belmont Filmhouse – extending our work with senior citizens and creating new opportunities and proposals to connect with under-served and under-represented groups and people, including D/deaf audiences, disabled people, LGBTQ+ people, people from ethnically and culturally diverse backgrounds who experience racism, and people from a broader range of socio-economic backgrounds
- Plan and deliver community consultations i.e. listening groups, and engagement workshops and events
- Work closely with the Marketing team to develop relevant marketing tools required for community engagement
- Respond to all community and stakeholder enquiries
- Ensure that a comprehensive method for capturing community engagement data is adhered to
- Monitor and evaluate the effectiveness of community engagement activity creating reports for senior management as required
- Research and keep up to date with current community engagement practices and be aware of changes within the sector
- Support the CMI Development team by identifying potential community funding opportunities that may be available to further support our work

The above list of duties is indicative only and not exhaustive. As this is a new position, a degree of flexibility will be required as the role develops.

Please take note that due to the nature of this work, the flexibility to work outside normal office hours may be required on occasion.

## **Organisational Development**

Contribute to the development of the CMI as a business:

- Contribute to the wider operational planning of the CMI
- Promote Community Engagement and Learning projects, activities and programmes across the CMI
- Line management of freelance tutors and volunteers as required
- Support delivery of major projects and initiatives against agreed targets, performance indicators and schedules
- Contribute to the construction of funding applications
- Produce regular reports on activities for the Head of Community Engagement and Learning, as part of reporting requirements for public and commercial funders
- Contribute to ensuring that CMI databases are maintained and kept up to date
- Communicate effectively with manager and colleagues to share information, achieve deadlines and promote a positive working environment



## **Environmental Sustainability**

- It is the responsibility of all staff to minimise the CMI's environmental impact wherever possible and adhere to the company's Environmental Policy. This will include:
  - recycling;
  - switching off lights, computers, monitors and equipment when not in use;
  - helping to reduce paper waste by minimising printing/copying and reducing water usage;
  - reporting faults and heating/cooling concerns promptly;
  - minimising carbon footprint when travelling.
- Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

## **Person Specification**

### **Skills & Experience**

#### **Essential**

- Demonstrable experience in a similar role
- At least 2 years' experience of project management including managing budgets and people
- An extensive understanding and awareness of community networks and groups in Aberdeen and the North East
- A commitment to connecting audiences and the community with cinema
- Demonstrable experience of working with young people and other groups
- Organisational and admin skills and attention to detail

- Strong communication and networking skills with the ability to build relationships quickly
- Excellent written and spoken English
- Computer literacy including word processing, spread sheet, databases, web publishing and social media
- The ability to meet deadlines, prioritise tasks and to work on multiple workstreams
- Positive and proactive and able to work under own initiative with minimal supervision
- Excellent reporting and presentation skills

## **Desirable**

- Qualified to degree level or have extensive knowledge/work experience of a relevant field
- Demonstrable knowledge of Curriculum for Excellence and the role of film education within the curriculum
- Knowledge of independent and world cinema
- Experience of working remotely/from home, including team working and facilitating public facing events or workshops using software like Microsoft Teams or Zoom
- Membership of PVG Scheme

## Competencies

### *Valuing Diversity*

- Actively values others contributions and treats people fairly
- Creates an environment that appreciates diversity
- Challenges unfair behaviours and practices both internal and external

### *Managing Work*

- Quickly determines tasks and resources
- Schedules work
- Develops time lines
- Co-ordinates resources
- Ensures completion of work through effective use of own and others' time

### *Change Management*

- Challenges assumptions
- Recognises organisational opportunities
- Thinks expansively
- Encourages and rewards innovation

### *Decision Making*

- Makes effective decisions which balance the varying demands of interested bodies and cost management
- Understands risk/opportunity balance
- Develops and considers alternative solutions



### *Teamwork*

- Actively collaborates through communicating fully and openly, while showing respect for others
- Balances all needs
- Facilitates goal accomplishment
- Ensures necessary team support and infrastructure in place

### **Equal Opportunities Policy Statement**

CMI is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. This policy is written in consideration of the Equality Act 2010.

### **CMI Values**

At the CMI we are proud to work as a team and have developed a set of company values. They underpin everything we do, and tell you about how we work at the CMI:

- We are **inclusive**
  - We are open, accessible, and respectful
  - We believe in diversity and are committed to equality
  - We believe in working collaboratively with individuals and organisations in making a positive difference
  - We will actively seek out and work with people and organisations with a wide range of voices, with different experiences and from different backgrounds to ensure that our work is authentic
- We are **inspiring**
  - We are focused on artistic quality and excellence
  - We are confident and positive
  - We are leaders in our field

- We are **innovative**
  - We are bold, creative and passionate
  - We are inquisitive, challenging and risk taking
  - We believe in understanding the present and shaping the future
  - We believe in the power of film to change lives
- We have **integrity**
  - We are professional, accountable and transparent
  - We are authentic, engaging and honest
  - We believe in independence of voice and genuine choice for audiences
  - We believe in developing and delivering our strategy sustainably – for the organisation, for the environment, for society