How the FEDS recruitment process works

# If you would like a copy of this document in a large font, please email [training@independentcinemaoffice.org.uk](mailto:training@independentcinemaoffice.org.uk) and we will prepare that for you.

# What is the FEDS training scheme?

The FEDS training scheme recruits new entrants to the film industry in order to help make the industry workforce more reflective of UK society.

In latest statistics just 4% of employees in film exhibition are from Black, Asian and ethnically diverse backgrounds (compared to 13% in the general population) and less than 5% consider themselves to have a disability (compared to 11% in the general population). See page 18 [here](http://www.bfi.org.uk/sites/bfi.org.uk/files/downloads/future-film-skills-an-action-plan-2017.pdf) for full details.

For the FEDS scheme we will prioritise applications from people who consider themselves to be from these groups:

* Black, Asian and ethnically diverse people
* Those who identify as disabled.

You can read more detail about lack of representation in the film industry [here](https://www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards) and more about recruitment and the Equality Act [here](https://core-cms.bfi.org.uk/media/91/download).

# Application

To apply to be a FEDS trainee you will need to fill in the form [here](https://forms.gle/86kRrwiGm6kLid5XA). Some sections are mandatory and some are optional. You can log in to save your progress as you go along, or write your answers in a separate document at first and copy/paste your answers in afterwards. If you are having any issues with the online application form, you can find a downloadable form [here](https://we.tl/t-yWjhDJZeLl) and submit to us at [training@independentcinemaoffice.org.uk](mailto:training@independentcinemaoffice.org.uk).

Our training placements are based in various locations around the UK and you will be asked to indicate on your application which placements you would like to be considered for.

If you have any questions about the FEDS training scheme or the application process, please get in touch at [training@independentcinemaoffice.org.uk](mailto:training@independentcinemaoffice.org.uk) and we’ll do our best to help.

## Application questions

The most important part of your application is the answers you give to these three questions:

* Tell us about a film that has had a big impact on you (200 words max)
* Tell us about your favourite cinema. Why do you like going there? What do you enjoy most about it? (200 words max)
* Tell us in no more than 500 words what interests you about working in the cinema industry and what makes you a good candidate for the traineeship

The information you give here will be used to select applicants for interview.

## Equality, diversity and inclusion

Along with your online application form we also request you complete our Equality and Diversity monitoring information. We are committed to offering equal opportunity to all and tackling underrepresentation in our sector. You can read more about the ICO and our commitments [here](https://www.independentcinemaoffice.org.uk/about-us/equality-diversity-and-inclusion/).

Completing this form will help us in monitoring our efforts towards achieving an inclusive and diverse workforce.

This form will not be included in the information sent to the recruitment panel and the information recorded will be anonymised within the scope of the General Data Protection Regulation (GDPR).

## Equality Act 2010

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities. Further information regarding the definition of disability can be found [here](https://www.gov.uk/definition-of-disability-under-equality-act-2010). Please contact the ICO ([training@independentcinemaoffice.org.uk](mailto:training@independentcinemaoffice.org.uk)) if you require reasonable adjustments to be made should you be invited for a test or interview.

## Closing date

The deadline for submitting your application form is **12.00 GMT on Thursday 10th February 2022**. Please note that we cannot accept late applications.

Once your application has been received it will be collated with all other applications for assessment by the recruitment panel. All applications will be reviewed at the same time after the deadline date has passed. If you want to confirm your application has been received, please get in touch and we’ll let you know if we have it.

Shortlisting

Shortlisting is an important stage of the recruitment process in ensuring that recruitment and selection decisions are undertaken objectively. The ICO operates a ‘name anonymous’ recruitment process, which means an applicant’s name and personal details are not visible to staff managing the shortlisting process.

The shortlisting will take place in the month after the advert is closed. The process involves assessing how closely your application meets the selection criteria. We are looking for trainees who can demonstrate these attributes:

* A passion for cinema
* An interest in helping people discover new films to watch
* Excellent communication skills
* Experience of using Microsoft Office programmes and email
* The ability to work as part of a team
* A desire to learn.

In the first instance two members of the ICO team will shortlist around 20 candidates for each training placement, then work with colleagues in the organisation where the trainee will be based to further shortlist and invite people to interview.

# Communication after shortlisting

Unfortunatelydue to the volume of applications we will receive we will not be able to give feedback to candidates who have not been shortlisted. We will let you know if you have been unsuccessful but, if you do not hear from us by 10th March 2022, then please assume that you have not been shortlisted.’

# Interviews

Interviews will take place in March and April 2022 and we will endeavour to hold these interviews in person at the venues where trainees would undertake their training placements. We may move to online interviews if necessary due to covid-19 restrictions. If you are invited to interview and have to travel to a location outside your hometown we will be able to reimburse you for reasonable travel costs (with relevant receipts)

If you are selected for interview, we will normally contact you by phone or email.

Interviews will be carried out by one member of staff from the ICO, and one member of staff from the organisation where the trainee will be based. Interviews will consist of questions about your past experience so we can learn more about you, and if you would be suitable for a training placement.

We won’t ask you to do a presentation at the interview and will not ask any trick questions. The purpose of the interview is for us to find out more about you and your experience to see if you are a suitable candidate to be a trainee. We’re happy to repeat or rephrase questions and take into account that people maybe nervous at interview.

If you have a disability and need any adjustments to be made for you to take part in the interview process, please contact us immediately on receipt of your interview invitation.

# GDPR

By submitting your personal information, you are permitting the ICO and relevant partner organisations for FEDS to access and use the information for recruitment purposes.

The information you provide on this form will be used to help us decide whether to recruit you as a trainee - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process and will be stored securely.

If you are recruited, we will retain your contact information to involve and support you. We will also collect additional information, such as next of kin details, records of training, support meetings and appraisals. Again, it will be kept securely, and only those people who need to see your information to involve you will have access to it.

All use of applicants' information will be relevant to their involvement, and may include:

* Contacting applicants when necessary
* Making reasonable adjustments to improve accessibility
* Monitoring statistical details of our applicants
* Providing ongoing support to applicants
* Addressing problems or complaints

You have legal rights over your data, including access to it, and the right to ask that it is corrected, restricted or deleted.

The ICO will store your details for a retention period of four months if you are unsuccessful after which your personal information will be deleted automatically once the data retention period is reached.

Should you wish to remove your details prior to automatic deletion or for any other queries about how your information is handled, please contact the ICO directly by email [info@independentcinemaoffice.org.uk](mailto:info@independentcinemaoffice.org.uk)

# If you’re successful

We will notify you as soon as possible after the interview(s) to let you know if you have been successful.

We have a legal responsibility to ensure that all our employees and trainees have the legal right to work in the UK. You will be required to provide evidence of your eligibility to work in the UK if you are offered a training placement, before a formal written offer is made.

Training placements will start on Mon 9th May 2022 and run fulltime (Mon to Fri, 35 hours per week) until Fri 10th Feb 2023, and it is expected the successful trainees will be available for the duration of this time. Trainees are paid [Living Wage](https://www.livingwage.org.uk/) or London Living Wage (depending on the location of their placement), and have a holiday allowance of 19 days.

# If you’re not successful

If you were not successful at interview stage, we will let you know as soon as possible. Sometimes this might take up to 1 week as we need to wait for the first-choice applicant to accept/reject the offer and receive their references. If the first-choice applicant doesn’t accept the position, we will go to our next choice.