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Job Description

Job Title: Education and Learning Officer

Line Manager: Head of Community Engagement and Learning

Direct Reports: Freelance Tutors and temporary staff attached to EIFF and other specific projects

Salary: £23,010 - £25,000 per annum, depending on experience

Status: Full-time, permanent

Location: Based at Filmhouse, Edinburgh (initially working from home due to Covid-19 restrictions, with some meetings and facilitation of activities in person)

Start date: ASAP

Closing date: 23:59 on Sunday 6 February 2022

Interviews: w/c 7 February 2022, on Zoom

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 CMI 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.

We have a vision to transform people's lives through film. Each year we bring hundreds of wonderful films, seasons and special programmes, curating some of the most diverse film programmes in the UK. But we're more than just great films - we're cultural and community hubs, we support local artists and cultural partners, our education programme inspires thousands of young people each year, and our industry programme helps filmmakers find their way in the film industry.

Our film festival shines a light on voices from around the world and brings some of the most exciting filmmakers right here to Edinburgh.

Our cinemas are trusted guides, taking you on a journey to discover your next favourite film and connect with like-minded film lovers. Whether you want to watch, learn about or make films, we're here to inspire, entertain and help you.

Purpose of role

Reporting to the CMI's Head of Community Engagement and Learning, this post is responsible for developing, coordinating and delivering the education and learning programmes at Filmhouse and Edinburgh International Film Festival (EIFF), aiming to inspire and engage people of all ages with film and with the Filmhouse and EIFF.

Each member of staff has an individual and collective responsibility to promote the values, vision and aims and objectives of the Centre for the Moving Image.

Responsibilities

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

Community Engagement & Learning

- Act as main point of contact for all enquiries relating to education and learning at CMI and school screenings
- Provide excellent admin support for the Community Engagement and Learning Department

- Collaborate with the team in Edinburgh and Aberdeen, and our external programme partners, to devise and deliver an engaging and impactful schools programme, linked to the Curriculum for Excellence
- Plan and coordinate the delivery of schools screenings, working in partnership with external organisations and the CMI programme team to select and book suitable films and guest speakers
- Manage school visits, including welcoming school groups and introducing films, guest speakers and on occasion hosting question and answer sessions
- Write and distribute the regular schools newsletter, update the web site and liaise with the Marketing team on regular social media content
- Plan and coordinate delivery of out of school activities such as filmmaking workshops, including liaising with tutors and suppliers, and the promotion of events
- Ensure targeted promotion of Filmhouse and EIFF education and learning opportunities, including subject specific screenings, teacher CLPL, Edinburgh & Lothians Schools Film Competition, Media Days and other projects
- Re-establish, recruit and manage the Teacher Advisory Group
- Keep records of activity for monitoring, evaluation and reporting purposes

- Produce and maintain delivery plans, cost reports and data reports for education and learning projects, activities and programmes
- Liaise with Development team in providing relevant information and reporting to support fundraising and partnership development
- Develop and maintain database of contacts with partner educational institutions, organisations and individuals
- Contribute to the development and implementation of the broader audience development and community engagement strategies and action plans
- Support the broader work of the Community Engagement and Learning team

Audience Development

- In collaboration with the programming and marketing teams, support public programmes year-round at Filmhouse and each year at EIFF
- Develop and promote youth audiences for Filmhouse and EIFF
- Recruit the Young Programmers for EIFF and manage the co creation of their activity and projects
- Liaise with programming department to select family friendly titles for Filmhouse Junior
- Liaise with the marketing department to promote our programmes and activities

- Liaise with Head of Community Engagement and Learning to support new initiatives to develop new audiences for Filmhouse and EIFF
- Identify programme and audience development opportunities

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.

Skills & Experience

Essential

- Demonstrable experience as an arts administrator
- Demonstrable understanding of, and passion for, film
- Demonstrable experience of working with young people
- Commitment to access and inclusion and to identifying and removing barriers to access for individuals and groups under-served and under-represented in the arts
- Ability to work under own initiative and as part of team
- Demonstrable organisational skills and attention to detail

- Strong interpersonal skills
- Excellent written and spoken English
- Digital skills including computer literacy in word processing, spread sheet, databases, web publishing and social media
- Experience of working from home, using digital platforms like Teams and Zoom to stay connected and productive

Desirable

- Demonstrable knowledge of Curriculum for Excellence and the role of film education in Scottish schools and further and higher education
- Demonstrable experience of project management
- Excellent problem solving and creative thinking skills
- Experience of delivering public facing projects digitally
- Membership of PVG Scheme

Competencies

Managing Work

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

Change Management

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

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

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
- Communicates fully and openly
- 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.

The 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 **innovative**
 - We are focused on artistic quality and excellence
 - 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 are confident, positive and a leader
- 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

Location

This job is located in Edinburgh. Initially working from home due to Covid-19 restrictions, with some meetings and facilitation of activities in person, at Filmhouse and/or other venues as required.

Application process

Please submit an up to date CV and covering letter, explaining why you think you are suitable for the role and why you want it, at <https://hr.breathehr.com/v/education-and-learning-officer-20954>.

Your application will be treated in strict confidence.

Updated January 2022