



Information and Administrative Assistant – British Film Commission

Maternity Cover: Fixed Term Contract starting 1st September 2021 for up to 12 months
Salary: £26,000 per annum

JOB DETAILS

The British Film Commission (BFC) is the national organisation responsible for maximising feature film and television inward investment in the UK. The BFC is the national division of Film London.

The BFC leads on maximising and supporting the production of international feature film and high-end television in the UK, strengthening and promoting the UK's production infrastructure and working with the UK Government to secure and maintain film-friendly policies.

Reporting to the Head of Production UK, the Information and Administrative Assistant will be a key member of the BFC team providing administrative support for all areas of the BFC's work and in particular our reporting and monitoring to funders and stakeholders.

KEY RESPONSIBILITIES

Reporting & monitoring

- Lead on the collection of key activity data across the BFC's US and UK offices including production support, events, Government liaison, communications & marketing, infrastructure, operations, business development, stage space support, sustainability, and equality, diversity & inclusion.
- Collate and report on key data to Funders, the BFC National Advisory Board and Business Sub-group, stakeholders and colleagues.
- Administer departmental database and information systems, ensuring the capture, accurate recording and storage of all relevant information.

- Assist with tracking and capturing all relevant information via trades publications and other sources.

Administrative Support

- Provide administrative support to the Head of Production UK, the UK Stage Space Development Manager and other team members when required, including ad hoc research, expenses, proof-reading/editing, circulating contracts, booking meetings, managing holiday cards, and preparing agendas and minutes.
- Be the BFC UK office first point of contact for telephone and email enquiries.
- Support the Executive Assistant to the CEO/Team & Events Co-ordinator in the following areas:
 - BFC Board meeting venue set up and administrative support.
 - Co-ordinate diaries between the US and UK teams to facilitate catch ups, providing administrative support, drafting and agreeing agendas and circulating action points.
 - Senior Management Team travel booking.
 - Assisting with events-related administration.
 - General administrative support where required including stationery ordering, drafting letters/documents, maintaining office files and archiving.

General

- Champion and advocate environmental and social sustainability to the BFC's clients and stakeholders to ensure that best practice is implemented across all our delivery.
- Support BFC Website updates as required.
- Undertake any other duties as may be reasonably required.

ESSENTIAL EXPERIENCE AND PERSONAL QUALITIES

- Previous experience in an administration role
- Excellent administrative and organisational skills
- Knowledge of and interest in the film and/or television industry
- Good team-working and interpersonal skills
- Strong and confident communicator
- Self-starter; ability to perform to a high standard without supervision
- Excellent attention to detail
- Ability to work under pressure and meet deadlines
- Problem solving skills, resilience and adaptability
- Excellent IT and word processing skills (must be advanced in Word, Outlook, Excel & PowerPoint)
- Experience of using databases and storing information

KEY TERMS AND CONDITIONS

Place of work

The British Film Commission is the national division of Film London; its offices are at The Arts Building, Morris Place, London N4 3JG. Travel around London and to studios may be required. Costs for travel required by work will be reimbursed. As a result of the Covid-19 pandemic we have been working from home; access to the office is available and we are anticipating a return to the office in the autumn.

Hours and workload

Time off in lieu will be possible in respect of hours worked over the standard week of 40 hours (inclusive of lunch breaks). Time off in lieu will not be allowed to accrue across leave years. Occasional work on weekends and / or evenings may be required.

Holidays

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (April 1st to March 31st). Not more than 5 days unused holiday entitlement will be rolled into subsequent years unless at the express authorisation of the Board and no payment will be made for unused leave.

APPLYING FOR THE POST

For further details and an application form go to www.filmlondon.org.uk/vacancies or [About - British Film Commission](http://www.filmlondon.org.uk/about). Please email completed forms to jobs@filmlondon.org.uk.

Closing date for applications: 12pm, Monday 26th July 2021.

It is the policy of Film London to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that Film London reflects the diversity of the communities in which it works. We welcome applications from groups currently under-represented including Black, Asian and Chinese and other ethnic minority groups, and disabled people.