

## Job Description

<b>Job Title</b>	Crew and New Entrant Coordinator
<b>Directorate</b>	City Development
<b>Service Area</b>	Economic Strategy, Skills, and Sustainability; Liverpool Film Office
<b>Grade</b>	Grade 4
<b>Competency Level</b>	1
<b>Salary</b>	£26,409 – £30,060
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and Barring Service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	A9316

## Job Purpose

Support the Crew Development Manager in promoting local crew and brokering pre-entry and entry-level training and employment opportunities with local companies and inbound productions, working collaboratively with the Liverpool Film Office Team.



## Directly Responsible For:

Not applicable

## Directly Responsible To:

Crew Development Manager

## Main Areas of Responsibility:

- Promote Liverpool City Region's crew and new entrants from wide-ranging backgrounds, peers, productions and related businesses, to help encourage career development and employment
- Support, identify and match a cohort of new entrants from diverse backgrounds with screen-based work opportunities, ensuring they are prepared for work and supported through the experience
- Working outreach across LCR, build relationships with organisations working in community-based arts, media training, creative, cultural and digital content production
- Organise supplementary training for local crew and new entrants to ensure trainees are equipped with the necessary on-set (or equivalent) awareness and etiquette
- Assist with application timelines and processes for new entrant training courses
- Assist Crew Development Manager with application assessment processes and communication with applicants using a variety of communications platforms
- Liaise with partner organisations across LCR in skills delivery, including local authorities, local creative and cultural organisations to maximise opportunities, reduce duplication and create clear signposts to entry-level screen career opportunities

- Support the Marketing and Communications Manager to feed positive stories into the wider crew communications campaign, including e-bulletins, national trade press
- Promote and encourage a culture of fairness, inclusivity and peer-to-peer support and learning within Liverpool City Region's production community
- Liaise closely with Liverpool Film Office team to ensure effective join-up with the production fund and broader production services
- Track and monitor EDI data of crew and new entrants. Reporting on career progress, tracking outputs and measuring outcomes
- Attend where appropriate other Liverpool Film Office promotional events, exhibitions, and workshops away from the Liverpool base
- To undertake duties outside of normal office hours including occasional evenings and weekends
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- This post will require sitting for long periods of time. It may also require you to visit filming sites

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Educated to NVQ Level 2, 3, or degree level or equivalent professional qualification or able to demonstrate long-term industry experience (A)
- Demonstrate excellent communication skills, both written and verbal, and administration practices (A/I/P)

### Desirable

- Demonstrate IT skills training and working knowledge of software applications

## Experience

### Essential

- Proven experience to plan, and deliver events for screen industry employers and educators or equivalent (A/I)
- Experience in project management, scheduling, and budgeting, with good attention to detail (A/I)
- Experience of working with a wide range of people and organisations, including young people, industry, education providers and local authorities (A/I)

- Experience as a mentor, coach, trainer, or tutor, particularly working with young people or people from disadvantaged backgrounds (A/I)

### **Desirable**

- Experience of working with community arts-based organisation those that provide media, creative, cultural, and digital content production training

## **Skills/Abilities**

### **Essential**

- Strong listening, communication (verbal & written) and negotiation skills (A/I)
- Understanding of the UK's skills levies and national support funds, particularly for film and HETV (A/I)

### **Desirable**

- A genuine interest in people and helping them to move forward
- Responsive, adaptable, and flexible
- Empathetic, positive, and supportive
- Capable team player

## **Commitment**

### **Desirable**

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A passion for Liverpool city region and a belief in creating fair, inclusive and accessible opportunities for its people