



## PROJECT MANAGER

**APPLY BY TUESDAY 2 MAY 2023, 10:00.**

**Reports to:** CEO and Senior Awards and Events Producer

**Salary:** £28,000+ dependent on experience

**Contract:** Permanent

**Working pattern:** Full time (40 hours per week), Mon-Fri with occasional evening work required

**Start date:** at your earliest availability

**Location:** The WFTV office is currently based in a shared workspace in Somerset House, London. Staff are required to come into the office two days a week, which are flexible depending on work schedules. The remainder of the week is currently being worked remotely. The days in the office may increase in future.

**Apply by:** Tuesday 2 May, 10am

**Interviews:** May, exact dates TBC

### ABOUT WFTV

Women in Film & TV (UK) is the leading membership organisation for women working in creative media in the UK and part of an international network of over 12,000 women. Members of our organisation come from a broad range of professions spanning the entire film and television industry. We produce a year-round programme of online and in person events throughout the year, present a prestigious awards ceremony every December and run a four nations mid-career mentoring scheme. We also collaborate with industry bodies on research projects, run bursary initiatives and lobby for women's interests.

### ROLE OVERVIEW

This is a newly created role for Women in Film and TV (UK), working as part of our small team to shape, organise and deliver our year-round programmes and projects. This role will support ongoing projects and oversee activity planning and delivery for future work. They will also support with the management of key strategic partnerships and relationships with sponsors and stakeholders. The ideal candidate will be a dynamic, organised and energetic person who is excellent in working collaboratively and keen to lead on impact focused projects in the film and TV industry.

## **Responsibilities:**

- Leading on project management for year-round and short-term projects, including creating and managing timelines and preparing supporting documents, establishing meeting schedules.
- Project managing and administrating existing projects including the Fearless Leadership Programme, Pat Llewellyn Bursary, WFTV Awards juries and the Kay Mellor Writer's Lab.
- Overseeing operations and delivery for WFTV projects, in collaboration with the wider team.
- Contributing to applications for funding and sponsorship to support the work of WFTV, including creating pitch and evaluation decks.
- Supporting the CEO and team to fulfil sponsorship obligations, aims and objectives.
- Support wider team with planning and development for new project-based tasks, fostering cross-team collaboration.
- Project related financial planning, budgeting and reporting on expenditure.
- Leading on project related phone and email correspondence.
- Prepare for external and internal meetings, including preparing and circulating papers, meeting room bookings, and organising refreshments.
- Management of suppliers, contractors, and freelancers as necessary.
- Assist with WFTV events programme & Awards.

## **PERSON SPECIFICATION**

### **Essential**

- At least three years' experience in an administrative, project management or office management role.
- A team player, with excellent people skills and the ability to work collaboratively.
- Financially literate, with knowledge of basic budgeting tasks.
- Exceptional organisational skills with an ability to prioritise competing deadlines.
- Excellent verbal communication skills.
- High level attention to detail.
- Positive attitude and a 'can do' approach.
- Able to work calmly under pressure, and with discretion.
- Be committed to achieving high standards with the resources available.
- Understanding of the principles of equality and diversity, and the ability to apply and promote these in practice at work.
- Interest in the work of WFTV and a passion for gender equality.
- Excellent IT skills including Outlook, Word, Excel, PowerPoint, and SharePoint.

### **Desirable**

- Experience working for a membership organisation.
- Experience working in live events, film, TV, or the culture sector.
- Experience using Zoom, Wix, Typeform (or other similar CRM systems).
- Experience of posting on social media management platforms.
- Project management experience.

*This job description is a guide to the nature of the work required, not an exhaustive list of duties. WFTV may, at any time, allocate other tasks which are of a similar nature and level.*

## **HOW TO APPLY**

To apply, please send a CV plus a covering letter (max 2 pages) outlining why you are a good candidate for the role to [wftvjob@wftv.org.uk](mailto:wftvjob@wftv.org.uk) by Tuesday 2 May at 10am.

**Please use the email subject line: Project Manager.**

We also ask applicants to please complete an anonymous Equality and Diversity Form to help us understand equality and diversity in our organisation and make our organisation as inclusive as possible. Your answers are confidential and will never be used in a way that will identify you.

Please also complete the **[Equality and Diversity Form here](#)**.

WFTV operates a guaranteed interview scheme for any applicants who meet the job specification and declare a disability in their covering letter. We will provide any relevant support required for interviews upon request.