



centre
FOR THE **moving**
image

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JOB DESCRIPTION

- Job Title:** Community Engagement Manager, Filmhouse, Edinburgh
- Line Manager:** Head of Community Engagement and Learning
- Direct Reports:** Engagement Assistants, Volunteers, Freelance Tutors and Temporary staff attached to specific projects
- Salary:** £28,000 per annum
- Status:** Full time, for an initial 12 month period
- Start date:** July 2021
- Location:** The role will be based out of Filmhouse Cinema in Edinburgh. Due to the current COVID-19 constraints the role will initially work remotely from home.
- Application Process:** Please apply by submitting your CV and covering letter explaining why you think you are the best candidate for this role by 5pm on Monday 24th May 2021. Use the following link to apply: <https://hr.breathehr.com/v/community-engagement-manager-16277>. Interviews of shortlisted candidates will be held via Zoom in the week beginning 7th June 2021.
- Informal Discussion:** If you'd like to have an informal discussion about this role, please contact Yvonne Gordon, Head of Community Engagement and Learning, at yvonne.gordon@cmi-scotland.co.uk.

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 Centre for the Moving Image (CMI) is a national organisation with bases in Edinburgh and Aberdeen. It is aiming to use film in all its guises to transform people's lives – through the watching, making and understanding of film.

The CMI currently 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.

★
FILMHOUSE

★
BELMONT
FILMHOUSE





Filmhouse is a founding member of the Edinburgh Cultural Venues Group, Edinburgh International Film Festival is a founding member of Festivals Edinburgh, and Belmont Filmhouse and CMI are founding members of Culture Aberdeen.

Purpose of role

Reporting to the CMI's Head of Community Engagement and Learning, this post is responsible for devising and delivering CMI's community engagement and outreach programmes and building relationships with community groups, stakeholders and audiences, in line with CMI's primary audience development objective:

To develop a broader range of audiences for a broader range of films – deepening and widening engagement.

The Role and Person

The CMI believes that we will be stronger with greater diversity at all levels in the organisation and therefore welcome applications from those who bring difference.

We are looking for a passionate, people-centred and highly driven Community Engagement Manager who will build strong links between Filmhouse and Edinburgh International Film Festival and diverse communities across Edinburgh.

The successful candidate will be a creative and dynamic project manager who has practical experience of leading workshops and facilitation. A confident communicator, committed to inclusivity and access, they will be able to use their strong interpersonal skills to build relationships quickly and meaningfully with a diverse range of community stakeholders at all levels.

This is a new and extremely rewarding position, with a broad remit, which will see the successful candidate develop CMI's role within the community and create opportunities and programmes to engage a wide range of people with the work we do, and thereby help us reach our strategic aims – promoting world cinema to hard to reach communities and building a more connected society through a love of film.

The post will suit a self-starter who is able to work productively to initiate and manage budgets, projects, multiple workstreams and associated administration and reporting tasks without daily supervision.

Responsibilities

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

Community Engagement

- Plan and deliver all aspects of community engagement activity at Filmhouse Edinburgh
- Maintain and develop our existing community relationships and identify key community stakeholders across Edinburgh to build new partnerships with
- Review, develop and enhance the community engagement programme for Filmhouse Edinburgh – extending our work with senior citizens and creating new opportunities and proposals to connect with under-served and under-represented groups and people, including D/deaf audiences, disabled people, LGBTQ+ people, people from ethnically and culturally diverse backgrounds who experience racism, and people from a broader range of socio-economic backgrounds



- Plan and deliver community consultations i.e. listening groups, and engagement workshops and events
- Work closely with the Marketing team to develop relevant marketing tools required for community engagement
- Respond to all community and stakeholder enquiries
- Ensure that a comprehensive method for capturing community engagement data is adhered to
- Monitor and evaluate the effectiveness of community engagement activity creating reports for senior management as required
- Research and keep up to date with current community engagement practices and be aware of changes within the sector
- Support the CMI Development team by identifying potential community funding opportunities that may be available to further support our work

The above list of duties is indicative only and not exhaustive. As this is a new position, a degree of flexibility will be required as the role develops.

Please take note that due to the nature of this work, the flexibility to work outside normal office hours may be required on occasion.

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 temporary staff, engagement assistants, 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.



Person Specification

Skills & Experience

Essential

- Demonstrable experience in a similar role
- At least 2 years' experience of project management including managing budgets and people
- An extensive understanding and awareness of community networks and groups in Edinburgh
- A commitment to connecting audiences and the community with cinema
- Demonstrable experience of working with older people and other diverse groups
- Organisational and admin skills and attention to detail
- Strong communication and networking skills with the ability to build relationships quickly
- Excellent written and spoken English
- Computer literacy including word processing, spread sheet, databases, web publishing and social media
- The ability to meet deadlines, prioritise tasks and to work on multiple workstreams
- Positive and proactive and able to work under own initiative with minimal supervision
- Excellent reporting and presentation skills

Desirable

- Qualified to degree level or have extensive knowledge/work experience of a relevant field
- Knowledge of independent and world cinema
- Experience of working remotely/from home, including team working and facilitating public facing events or workshops using software like Microsoft Teams or Zoom
- Membership of PVG Scheme

Competencies

Managing Work

- Quickly determines tasks and resources
- Schedules work
- Develops timelines
- Co-ordinates resources
- Ensures completion of work through effective 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
- 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.

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 **inspiring**
 - We are focused on artistic quality and excellence
 - We are confident and positive
 - We are leaders in our field
- We are **innovative**
 - 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 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