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| Job Description: | Alumni Coordinator (BFI Film Academy Hub – East Midlands) |
| Location: | Based at Broadway Cinema, Nottingham. Hybrid working arrangements available. |
| Annual Salary: | £25,000 |
| Contract Type: | Fixed term to 31 March 2029 |
| Weekly Hours: | 37.5 |

Appointment subject to an Enhanced DBS Check.

Overview

The BFI Film Academy Hub Alumni Coordinator role is a three-year position which includes a fully funded apprenticeship qualification. You will be the primary point of contact for BFI Film Academy alumni in our region, fostering a network of near-to-peer industry professionals.

This role will involve working with young people aged 16-25 who have completed a BFI Film Academy introductory course in the East Midlands and helping them take their first step into the professional screen industry. The job will include planning and delivery of training and activities for alumni in the region and providing 1-1 mentoring and support.

This role is supported by a fully-funded 24-month apprenticeship as an Employability or Career Development Practitioner. You will be supported by an apprentice training provider and at least 20% of your working time will be dedicated to training and study in relation to the job role.

Because this role involves significant unsupervised contact with young people aged 16–18 and adults at risk up to age 25, the successful candidate must demonstrate a commitment to UK safeguarding best practices.

Key Responsibilities

1. Direct 1-1 Engagement & Mentorship

- Provide personalised 1-1 guidance to alumni aged 16+, helping them understand the roles available in the screen sector, navigate career paths and develop their portfolio, providing encouragement and pastoral support to young people navigating early career pathways into the screen industries
- Support engagement and progression opportunities for young people across the East Midlands, including rural and underrepresented communities, through a mixture of in-person and online activity



- Actively support inclusive participation and progression, helping remove practical, financial and cultural barriers that may prevent young people accessing opportunities within the screen industries
- Encourage ongoing engagement from previous beneficiaries of BFI Film Academy to create a strong alumni network of alumni to inspire and mentor new participants.
- Provide encouragement and pastoral support to young people navigating early career pathways into the screen industries
- Maintain rigorous boundaries in 1-1 settings, adhering to 'lone working' policies and ensuring all interactions (physical or digital) are carried out in line with organisational standards.

2. Core Activity Delivery & Oversight

- Manage local database of past participants and develop a plan for re-engaging Film Academy alumni in the East Midlands
- Work with the BFI Film Academy Hub Lead in the delivery of a year-round programme of activity that engages young people and develops their skills and knowledge in 'below-the-line*' roles (e.g. camera, sound, lighting, editing, art department), responding to the specificities of the East Midlands region
- Work with the BFI Film Academy Hub Lead in the provision of BFI Film Academy introductory courses across the region that give young people aged 16-19 an overview of the film industry including production roles, screen heritage, exhibition and distribution
- Work with the BFI Film Academy Hub Lead to identify shadowing opportunities for young people in film productions in the region and beyond
- Work with the BFI NETWORK Coordinator to plan placements on BFI NETWORK films or equivalent, ensuring that host productions meet safeguarding and health & safety standards for young crew members
- Lead CV and portfolio sessions, providing critical feedback while maintaining a supportive, non-judgmental atmosphere
- Plan and deliver sessions on wellbeing and mental health in the screen industry, ensuring that young people are aware of relevant sources of support
- Ensure that freelancers and industry professionals involved in delivery of core activity are aware and comply with safeguarding requirements
- Organise mixers and networking events (in partnership with BFI NETWORK), ensuring a code of conduct is in place to prevent bullying, harassment, and discrimination



- Collect data and report on KPIs including the number of young people taking part in Alumni training, activities and shadowing placements
- Track participant progression, destinations and ongoing engagement, maintaining accurate records and supporting evaluation and reporting requirements for the BFI

General Requirements

- Regular travel across the East Midlands required
- Occasional evening/weekend work required

Person Specification: Knowledge & Requirements

Skills & Experience:

- An understanding of the range of roles in the screen industries with a particular emphasis on 'below-the-line' roles (e.g. camera, sound, lighting, editing, art department)
- Experience of planning and organising events
- Experience of providing mentoring, coaching or other 1-1 support with young people
- Exceptional interpersonal skills, with the ability to motivate young people from diverse backgrounds.

Knowledge & Understanding

- A working understanding of UK Safeguarding Law, and how that applies to young people aged 16-25
- A working understanding of the safety rules which apply on film sets to ensure H&S standards are met for participating Alumni
- A working understanding of the challenges facing young people Not in Education, Employment or Training (NEET) and a commitment to addressing them as part of this project
- Commitment to training and study related to the role as part of an apprenticeship

Safeguarding Statement

Broadway is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This role involves 'regulated activity' and is exempt from the Rehabilitation of Offenders Act 1974.
