

PROJECT AND OFFICE COORDINATOR

37.5 hours a week

Currently online but based in Edinburgh when the situation allows it

£20-£23K annual

For immediate start.

Purpose of Job: To coordinate projects and events for Scottish Documentary Institute's slate of opportunities as well as office and administrative tasks. To provide assistance to Head of Talent Development and SDI Directors in the delivery of SDI's core remit, the advancement of documentary film and filmmakers.

Role Profile

To be considered for this role, the candidate should be a highly organised individual who can juggle multiple projects at once and can communicate efficiently and with warmth with a variety of applicants and stakeholders. You will be an integral part of a tight knit team and pro-active. You will have experience in working in a busy non-profit or perhaps a production company office, in an administrative or executive assistant role, or as production coordinator. We are a small, but growing organisation, and we expect the candidate to like film / documentaries as well as have the drive to support senior staff in the delivery of all opportunities and projects at SDI.

The ideal candidate:

As an integral member of the team, the suitable candidate will be responsible for duties such as:

- Coordinate project activities, resources, equipment and information (from helping to organise SDI workshops or events to liaising and communicating with tutors, speakers, and multiple participants of SDI Opportunities, to processing SDI's online submissions)
- Break projects into doable actions and set timeframes
- Liaise with senior staff to identify and define requirements, scope and objectives for opportunities such as Bridging the Gap, Delegations, Consultancies, Edinburgh Pitch, Stories
- Assist with schedule management of SDI's calendar of events and deadlines
- Monitor project progress and handle any issues that arise
- Monitor and communicate project status to all team members or participants
- Work with the Project Leads to eliminate blockers
- Use tools to monitor working hours, plans and expenditures
- Assist in preparing appropriate paperwork (e.g. contracts, bursaries, funding applications)
- Create and maintain adequate project documentation, plans and reports for SDI, Board and funders
- Issue and help analyse satisfaction surveys (Survey Monkey) & maintain SDI's Talent Tracking system up-to-date
- Use online and web publishing tools and databases/CRM (SDI uses 123 Contact Form, Wordpress and Nationbuilder)
- Update CRM platform (Nationbuilder)
- Act as the first point of contact at SDI for external enquiries
- Organise SDI events and network receptions in consultation with Project Leads, Head of Fundraising and SDI Directors
- Coordinate all aspects of the smooth running of the SDI office

- Assist in travel arrangements for Senior Staff
- Keep log of equipment booking sheet

This Position reports to:

SDI Directors and SDI Head of Talent Development

Key Skills

- Proven work experience as a Project Coordinator or similar role
- Experience in project administration, from conception to delivery
- Strong organizational skills, including multitasking and time-management
- Strong stakeholder awareness and teamwork skills
- Familiarity with budgets and finance systems
- Solid written and verbal communication skills
- MS Office proficiency
- Discretion when handling confidential matters

Desirable Skills

- Photoshop & In-Design
- Online and web publishing tools and databases/CRM proficiency

Qualities

- Detail oriented
- Dependable
- Good communicator
- Productive
- Finisher

ABOUT SCOTTISH DOCUMENTARY INSTITUTE

SDI has produced over a hundred films, screening in over sixty countries worldwide, garnering international recognition as being at the cutting edge of the documentary sector. Bridging art and industry, SDI is committed to supporting authored films driven by content and emotional experience. Scottish Documentary Institute is a non-profit organisation, with charitable status, delivering development opportunities to Scottish-based filmmakers at all stages of their career. SDI's mission is to connect Scotland's documentary filmmakers to the international industry scene and to develop and grow an inclusive community of filmmakers who reflect the diversity of people living and working in Scotland. We launched the 50/50+ Women Direct campaign in 2019 as an ambitious new intervention, acknowledging that women continue to experience specific barriers to progression in the industry, which require a special focus and a tailored approach from organisations like SDI.

TERMS AND CONDITIONS

Contract type: 12 month fixed term contract, renewable

Location: Remote/online working for the foreseeable future and pending government guidelines. But otherwise you will be based at Scottish Documentary Institute office, ECA - 74 Lauriston Place, Edinburgh EH3 9DF

Hours, Salary and Benefits:

Full-time position, 37.5 hours per week.

The salary, commensurate with experience, will pay between £20,000 - £23,000 per annum.

In addition, the suitable candidate will be offered the chance to become a member of the company pension scheme which is managed by Aviva.

Hours:

Normal working week is 37.5 hours over a 5-day period, Monday to Friday. Occasional evening and weekend work will be required. There are no overtime payments, but TOIL is negotiable with line manager.

Holiday entitlement:

31 days per annum including public holidays and 3-day shutdown over Christmas. (The Annual Holiday calendar starts 1 August.)

Equal Opportunities

SDI is an equal opportunities employer. All staff members are required to adhere to the EO policy, issued on commencement of job.

All applications are considered, and we encourage applications from under-represented groups.

APPLICATION PROCESS

To apply, please email jobs@scottishdocinstitute.com with **PROJECT COORDINATOR** in the subject line.

You must include YOUR CV, **and** a COVERING LETTER, outlining how you meet the candidate profile and person specification.

Deadline for applications: **12 noon, Mon 7 December 2020**

Interviews to be held: **w/c 14 December 2020**

Starting date (negotiable): **Mon 4 January 2021**

If you require additional support in order to apply, or need to request this information in another accessible format, such as large print or a coloured background, please contact jobs@scottishdocinstitute.com or 0131 651 5760.