



Enabling film and media
in the South East of England

**Screen South Chief Executive Officer
Part Time Maternity cover for above role for 6 months**

Salary £55,000 - £59,000 Pro-Rata

Screen South are seeking a highly motivated and experienced person to undertake maternity cover for the Screen South Chief Executive. This post represents an exciting opportunity to play a leading role in the further development of this successful strategic body that is in the front line of film and media developments in the South East region.

The role involves liaising with our main funder, the UK Film Council and other key national and regional organisations including: Screen England Network, Skillset, South East of England Development Agency, Arts Council and other regional cultural agencies as well as Local Authorities, and supporting media businesses to ensure that film and media prosper and make a growing impact on the economic and cultural life of the region.

The applicant will have to demonstrate proven leadership and managerial skills within an organisation of similar diversity and size, as well as breadth of vision and powerful advocacy and negotiating skills. Extensive knowledge of the film and media sectors will be needed to underpin the demands of this challenging but rewarding position. The Chief Executive is also as the Accountable Officer to the UK Film Council and as such is responsible for all matters relating to the distribution of lottery funds to the board of Screen South and to the UK Film Council so an understanding of the Nolan Committee's Principles of Public Life and a track record of accountability will be essential.

The candidate will be expected to identify industry opportunities as well as manage complex, multi-partner projects throughout the South East and an understanding of the European and UK funding opportunities will be useful.

The appointee will work alongside the Screen South Major Projects Executive Director who will be job sharing the maternity cover role. You will be responsible to the Screen South Board and will liaise with the Chairman regarding key strategic decisions.

Person Specification

Qualifications

- Relevant degree or equivalent

Experience:

- Previous experience of leading and developing a similar organisation
- Project & Budget management
- Previous experience of public sector accountability useful
- Film industry or sector specific strategic agency knowledge and or experience

Skills and Competencies:

- Highly developed written and verbal communication
- Self motivated
- Able to develop regional, national and international contacts using strong interpersonal, negotiating and networking skills
- Able to set clear priorities and monitor progress effectively
- Able to travel and meet with different contacts throughout the region
- Ability to demonstrate a passion and enthusiasm for film and media is essential
- Excellent knowledge and understanding of film related issues within the industry and the southeast of England is essential.
- Ability to manage, develop and motivate staff to reach their full potential.
- Good strategic decision making skills
- IT literate including expert use of Word, Outlook and Excel

Personality and disposition:

- Displays enthusiasm, energy and self-motivation.
- Project and goal oriented

Place of work

Screen South Head Office, The Wedge, 75 – 81 Tontine Street, Folkestone, Kent CT20 1JR. Screen South also has Film Commission office at Pinewood studios which will be managed by this post

Travel around region will be required. Costs for travel required by work will be reimbursed.

Hours

Screen South full time staff work 37 hours per week.

As the appointee will work alongside the Screen South Major Projects Executive Director who will be job sharing the maternity cover role, part time hours will be agreed with successful applicant. We envisage the new appointee will undertake three days a week but this is negotiable.

The offices are open from 9.30am until 6pm, Monday to Friday. On occasion you may be called upon to work outside of regular office hours.

Holidays

All staff will be entitled to 25 days pro-rata paid holiday in addition to public and bank holidays in each leave year (01 April – 31 March).

Maternity Cover

This position is for maternity cover for up to 6 months or upon return of staff member whichever is sooner.

Method of application

Please supply a letter of motivation and a current CV to be received by **Thursday 28th May 2009** by e-mail to: Vanessa.cook@screensouth.org. Successful candidates will be invited to interview in on **Friday 5th June**.

