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**DEVELOPMENT MANAGER, NFTS CYMRU WALES (CARDIFF)**

**JOB DESCRIPTION**

**Responsible to**Head of NFTS Cymru Wales

**About NFTS Cymru Wales
NFTS Cymru Wales** delivers a wide range of the NFTS’s world-class certificates and short courses.

Our courses are aimed at anyone who is looking to upskill or progress their career as well as those in need of training to secure their first role in the industry. We also offer bespoke courses, events and masterclasses designed and delivered to support the breadth of talent in Wales. We are located in the heart of the Welsh film and tv industry within the BBC Cymru Wales building in central Cardiff.

**Purpose**We are looking for a Development Manager to support the Head of NFTS Cymru Wales in managing the outreach, design, delivery and business management of the course portfolio at the NFTS hub based in Cardiff.

The person we require should have experience in working in events or training and preferably within the screen industries.

**Main duties and responsibilities**

Outreach

1. As agreed with the Head of NFTS Cymru Wales, engage with film, TV and games production companies and broadcasters to exploit opportunities for NFTS training to support production aspirations.

2. Manage the implementation of comprehensive and cost-effective student recruitment activities.

Course implementation

3. Support the design, delivery and evaluation of NFTS short courses, certificate courses and part-time courses in Wales. These courses mainly take place in Cardiff but also take place across Wales and the South West of England.

Student experience

4. Contribute to ensuring that the quality of the student experience on NFTS Cymru Wales courses starts and remains high and that outcomes remain consistent with those of a world-leading film, TV and games school.

Tutor recruitment

5. Support the Head of NFTS Cymru Wales as required in tutor recruitment and administration.

Budgeting

6. Support the Head of NFTS Cymru Wales to maintain budgetary control and keep within financial limits, through effective income and expenditure monitoring and tracking processes.

7. Ensure the Head of NFTS Cymru Wales is fully informed of all curriculum activities. Advise the Head of NFTS Cymru Wales of any budgetary changes to modules e.g. additional tutor or actor days, etc.

8. Prepare contracts, raise purchase orders, and booking tutors, guests, actors and any other external staff needed for activities.

Interpersonal skills
9. Effectively establish and manage stake-holder relationships both internally at the NFTS and externally – inc. production companies, tutors, broadcasters and Welsh Government.

10. A strong eye for attention to detail is necessary.

Operations management/co-ordination

11. Produce and distribute schedules of activities for courses.

12. Book seminar rooms as required. Ensure training room is set out correctly for each course – tables, chairs, training laptops & equipment etc.

13. Book equipment, props, stock, transport and hotels as required.

14. Create risk assessments for workshops and attending any health and safety training sessions required.

15. Prepare paperwork for and coordinate workshop and module feedback, progress reviews and external assessments.

16. Be aware of potential clashes, juggling priorities, being creative in problem solving. Discuss any problems with the Head of NFTS Cymru Wales to find an effective solution.

17. Keep all students fully informed and updated. Deal with student enquiries.

18. Maintain accurate planning documents, records and archive of all curriculum activities.

19. Process Welsh Government funded bursaries to help increase diversity and equality within Wales’s screen and television industry. Where Welsh Gov bursaries are not applicable, support participants to source alternative funding.

Other

20. Manage the social media channels to support the recruitment activities for NFTS Cymru Wales.

21. Update and manage the NFTS Cymru Wales website with the latest courses.

22. The ability to be flexible as occasional weekend and evening work will be required.

23. Undertake any other reasonable duties required to ensure the smooth and professional running and development of courses at NFTS Cymru Wales. **Person specification**

**Essential**

* Excellent planning and organising skills, including the ability to order priorities and meet tight deadlines
* Ability to communicate clearly and confidently orally and in writing with a wide range of internal and external contacts
* Commitment to delivery of a first-class customer service
* Strong interpersonal and relationship building skills with students and other stakeholders
* Attention to detail
* Strong IT skills
* A demonstrable understanding of budgeting
* Ability to work within a small team and within a start-up environment
* Experience of using social media – Instagram, Facebook and LinkedIn
* Own a full driving licence and vehicle. Occasional travel is required across Wales or the South West to support courses and events

**Desirable**

* Welsh language skills
* Previous experience in film or television production or development
* Previous experience in a training environment
* Experience of using social media to promote business
* Experience of student recruitment
* An understanding of programme design