

**OUTREACH ASSISTANT**

**NFTS Beaconsfield – Hybrid (flexible working, office based)**

**Contract basis:**

* 14 hours per week, working days and hours per week can be flexible
* Rate of pay circa £13 per hour

First established in 1971, the National Film and Television School (NFTS) has evolved to become a leading global institution, developing some of Britain and the world’s top creative talent in film, television and games. It is widely acknowledged to be the top school of its kind in the UK and one of the best internationally, being named as one of The Hollywood Reporter’s top international film schools for over a decade. The NFTS is a registered charity (313429).

We are currently recruiting for an Outreach Assistant on a contract basis to provide administrative support to the Head of Outreach. This role can be worked flexibly, e.g. two full days per week, or 14 hours spread over multiple days, on site at our Beaconsfield campus. Our Outreach programme involves various activities to help a wide range of people from school leavers to adults looking for a way into the industry to discover new and less well-known aspects of the film, television and games industries, seeking to improve access to underrepresented groups.

**JOB DESCRIPTION**

**Responsible to**: Head of Outreach

**Purpose of role**:

To provide administrative and events assistance to the Head of Outreach in theplanning and delivery of a range of NFTS eventsthroughout the year.

**Core duties and responsibilities include, but are not limited to:**

* Assist with the planning and delivery of events including all related administrative duties.
* Assist with the recruitment and supervision of students for events.
* Liaise with external contacts/attendees.
* Monitor department email inbox and deal with online and phone enquiries.
* Assist with research to develop the Access NFTS scheme.
* Assist with the planning and delivery of all events.
* Assist with monitoring the impact of Access NFTS through inputting and analyzing data.
* Create and/or circulate regular e-newsletters.
* Create posts for Outreach Workplace group.

**Essential skills**

* Educated to A-Level (or equivalent).
* Highly organised with exceptional attention to detail and able to multi-task and prioritise effectively.
* Excellent verbal and written communication skills.
* The ability to collect, gather, analyze and present information clearly and concisely.
* An excellent command of English (spelling and grammar).
* Computer literate, with capability in Excel, Word, PowerPoint and Outlook.
* Excellent time management skills.
* Ability to work under pressure.

**Desirable skills:**

* Knowledge of the media / creative industries (Film, TV, Games).
* Knowledge of Eventbrite software and Google Forms/Drive.
* Event organisation experience.
* Knowledge of / Interest in Outreach.

**Person specification:**

* Enthusiastic, proactive and hard-working – a ‘positive can-do attitude’.
* Able to work on own initiative.
* Bright and self-motivated.
* Polite, confident and personable.
* Able to work well as part of a team.
* Able to work flexibly.

For further information about this role and information on how to apply please visit <https://www.nfts.co.uk/nfts-jobs>

The closing date for applications will be **Sunday 22nd June 2025.**

Please note that we are unable to sponsor candidates for this role, so we are only able to accept applications from candidates who are able to demonstrate their right to live and work in the UK.  If you do not have the right to work in the UK, we will not be able to progress your application.

*At the NFTS, people are at the heart of what we do. We’re an inclusive employer and are committed to equality of opportunity, and building a culturally diverse workforce. We are committed to being an anti-racist organization and to increasing our representation of staff from Black, Asian and minority ethnic communities. We strongly encourage applications from all backgrounds.*