



Iris Prize Outreach Limited

Tŷ Cefn, Rectory Road

CARDIFF / CAERDYDD CF5 1QL

Wales UK / Cymru DG

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www.irisprize.org

19 – x – 2015

Thank you for your interest in the role of **Administrator** with Iris Prize Outreach.

Enclosed please find:

- some background information about Iris and the Big Lottery Fund supported *Iris in the Community* project;
- a job description;
- a person specification;
- an equalities monitoring form.

To apply for the role please send us a CV and a concise letter outlining why you would like the job; how you meet the person specification; and what you believe the project might achieve by the end of the three years. We would prefer you to send your application by email to berwyn@irisprize.org. Applications must be received by 5pm on Friday 30 October.

Yours sincerely

J Berwyn Rowlands
Chief Executive

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Iris & Iris in the Community

Iris Prize Outreach Limited is a company limited by guarantee
Registered in England & Wales No 8079169
Registered charity number 1149914
Registered Office: as above

The Iris Prize – Cardiff’s LGBT short film prize is supported by The Michael Bishop Foundation and continues to be the only LGBT short film prize in the world which allows the winner to make a new film. Iris is what film makers need – funding, support and guidance. The winner receives £30,000 to make their next short film in Wales.

2016 marks the 10th anniversary of the Iris Prize and during the year a number of special events will take place to celebrate.

Over the past 5 years the organisation’s outreach work has focused on secondary schools in Wales. Sponsored by YouTube, UIA – Insurance with Principals and funded by Ffilm Cymru Wales the 2015 programme involved hundreds of young people from 6 schools including Ysgol David Hughes in North Wales.

The Big Lottery Fund award to Iris Prize Outreach will allow the organisation to expand our outreach work. The ambitious three year programme will involve 36 community groups across the country. Each group will produce a short film before producing their own mini Iris Film Festival. The project will build tolerance and understanding of Wales LGBT communities, thus promoting equality and diversity alongside promoting community cohesion. In undertaking activities the project will also develop essential and personal skills of participants.

Iris in the Community **Administrator**

£15000 per year for 35 hours a week. Fixed term, 3 year position funded by the Big Lottery Fund.

The project administrator will be responsible for all aspects of project administration including scheduling, liaison with participant groups and the collection of feedback and evaluation data. This is a full-time office based role with a limited requirement to travel out from the office although some over-nights may be required when delivering engagements in North and West Wales.

Responsible to: Project Facilitator Responsible
for: ---

Duties:

To work in conjunction with the project facilitator to ensure the effective delivery of the Iris in the Community project. Provide administrative and organizational support to 36 iterations of the “Iris film making and mini-film festival activities” over a three year period.

To work with participant communities to develop, plan and deliver their mini-film festivals within budget and to an agreed schedule.

To work to ensure the overall success of the project in meeting the need to:

- bring LGBT issues and experiences to a wider audience and engage our colleagues and fellow citizens in the conversation about equality and diversity;
- develop critical appraisal and programming skills; □ develop project management skills; □ develop event management skills.

Specific tasks include:

- to work with the project facilitator to identify and recruit participant communities;
- to provide secretariat services to the Iris in the Community Steering Group;
- to plan and organize the delivery of each iteration of the “Iris min-film festival activities”;
- working with representatives from each participant community to plan, produce and promote their own mini-film festival;
- to capture, analyze and report on participant demographics and feedback in order to facilitate the monitoring of progress towards the project outcomes and targets set by the Trustees;
- acting as an ambassador for the Iris family and taking part in promotional activity as required;
- being accountable to the project facilitator for any devolved budget allocated for the production of the mini-film festival and ensuring appropriate monitoring and record keeping is in place to meet audit and regulatory reporting requirements;
- personal administration, diary and record keeping to ensure efficient management of the project including the use of word processing, data base, electronic mail, personal information management and spreadsheet software

The job description is not intended to be an exhaustive specification of your responsibilities as these may develop and change during your employment with the Company. The Company reserves the right to require you to carry out such additional tasks or duties as might reasonably be considered within your capability and consistent with safe working practices.

Location

Your place of employment is at the Company's office at Tŷ Cefn, Rectory Road, Cardiff. The nature of your duties may require you to carry out work at other locations throughout Wales as may reasonably be required.

You are required to undertake such travel both within and outside the United Kingdom as may be necessary for the proper performance of your duties.

Person specification

Company name: Iris Prize Outreach

Job title: Administrator

Criteria	Essential	Desirable
Qualifications	A-level or equivalent general education	Bachelors' degree in business administration or event management
Skills/competencies	Clear and accurate communicator in written and spoken English; Skilled word processor operator; Adept user of social media.	Clear and accurate communicator in spoken Welsh; Operational ability in photomanipulation and design software; Diary management and scheduling.
Knowledge	Understanding of issues faced by LGBT people in Wales today; Understanding event production and planning.	Understanding of civic society in Wales; Understanding of the Equality Act 2010.
Experience Required	Short film production; Event production; Print design and social media marketing.	Preparation of board papers.
Special attributes		
Personal qualities	Self-motivated; Team player.	

Equality and diversity monitoring form

Iris Prize Outreach Limited wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

Please return the completed form in the envelope marked 'Strictly confidential' to **Grant Vidgen, Iris Prize, c/o The Festivals Company, Tŷ Cefn, Rectory Road, CARDIFF CF5 1QL** or by email to **grant@irisprize.org**

What is the gender you identify as? Male Female
Gender Queer Prefer not to say

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say Any

other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say Any other

Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition? Yes

No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual

Asexual Prefer not to say If other, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh

Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say