



Iris Prize Outreach Limited
Tŷ Cefn, Rectory Road
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Wales UK / Cymru DG

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19 – x – 2015

Thank you for your interest in the role of **Project Facilitator** 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

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

Job Description: Project Facilitator

£12000 per year for 17.5 hours a week. Fixed term, 3 year position funded by the Big Lottery Fund.

This is the lead post for the project. The project facilitator will be responsible for the day-to-day project management, the line management of the media worker and administrator and facilitating, with session workers where appropriate, each phase of engagements with participant groups.

The post holder should have experience of facilitating equalities and diversity training sessions and be a confident communicator. They will need to be able to steer participants through the process to create a short film and provide support and advice on the marketing of the mini-film festivals. They will be required to travel out from the office and some over-nights will be required when delivering engagements in North and West Wales.

Responsible to: Chief Executive, Iris Prize Outreach Limited
Responsible for: Media Worker and session workers engaged on the project

Duties:

To oversee the delivery of the Iris in the Community project, working on behalf of the Trustees of Iris Prize Outreach to plan, supervise the delivery of and facilitate 36 iterations of the “Iris film making and mini-film festival activities” over a three year period.

To convene the Iris in the Community steering group in order to inform the project about current best practice and ensure our partners and key stakeholders have an opportunity to understand the project and offer support, advice and feedback.

To monitor progress against targets and report regularly to the Trustees on the success of the project and activities undertaken, identifying and recommending changes to planned activities or targets or both as appropriate 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:

- line management of the Media Worker including the setting and monitoring targets and general supervision and support;
- liaising with stakeholders and delivery partners to administer and develop the Iris in the Community Steering Group as a valuable forum and critical friend of the project;
- planning, direction and facilitation the delivery of the “Iris in the Community film making and mini-festival activities” to 36 host communities;
- managing contractors engaged on delivery of the project;

- acting as an ambassador for the Iris family and taking part in promotional activity (including but not limited to, radio and television interviews) as required;
- being accountable to the Chief Executive of Iris Prize Outreach for the budget allocated by the Trustees to the project 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 will 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: Project Facilitator

Criteria	Essential	Desirable
Qualifications	A-level or equivalent general education.	Batchelors' Degree or equivalent in film or social science subject; Formal qualification NVQ Level 3 or higher in teaching adults;
Skills/competencies	Clear and accurate communicator in written and spoken English; Ability and licensed to drive; Demonstrable ability to design and deliver training; Evaluation and project management skills; Demonstrable ability to network and build mutually beneficial partnerships.	Clear and accurate communicator in spoken Welsh; High degree of numeracy and ability to set and manage budgets.
Knowledge	Understanding of the Equality Act 2010; Understanding of how film may be successfully used as a teaching medium; Comprehensive understanding of issues faced by LGBT people in various sectors of society.	Understanding of civic society in Wales.
Experience Required	Team management; Short film production; Public speaking.	Working with young people; Working with civic organisations to promote equality and diversity.
Special attributes	Ability to engage and inspire diverse groups	
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