



BAFTA

Job Description	
Job Title:	Head of BAFTA Cymru
Reports to:	TBC
Job Location:	You must be able to work in the Wales office 60% of your time
Start Date:	ASAP
Salary	Circa £50,000
Contract Type:	Permanent / Job share may be possible

Job purpose

BAFTA Cymru exists to deliver BAFTA's strategy in Wales, and to promote, support and celebrate the Welsh film, games and television industries. This role is to lead the team in Wales to deliver BAFTA's strategy, and to ensure that BAFTA's charitable aims and objectives are delivered in a manner, which takes into account the culture and industry landscape in Wales. The Head of BAFTA Cymru will work closely with the BAFTA leadership team, the BAFTA Cymru Chair & committee and the Welsh creative industries to represent BAFTA's mission and purpose in Wales.

Responsibilities:

- Oversee the day to day running of the BAFTA Cymru office, managing and leading the team.
- Deliver the Cymru Awards on budget and to time, ensuring that the categories capture the diversity and complexity of Wales's output:
 - Including but not limited to: implementing of sub groups, reviews, call for entries, entry site builds, voting, production, partnerships, table plans, design/graphics, selling, talent management, budget management, broadcast agreements etc.
- Deliver a programme of events for members and other relevant stakeholders based on the editorial, learning and awards programme, as defined by the overall BAFTA strategy, in line with BAFTA's commitment to diversity, inclusion and sustainability (in partnership with BAFTA's sustainability arm BAFTA albert).
- Represent BAFTA's strategy to, and liaise with, the BAFTA Cymru Committee, and provide insights back to the BAFTA Leadership team
- Represent BAFTA Cymru externally - implementing/maintaining relationships within the film, television and games industries in Wales – e.g. the broadcasters, government and governmental bodies such; creative Wales and the BFI
- Represent BAFTA Cymru internally (both within the staff and committees) and feeding into the BAFTA leadership regularly
- Work with the BAFTA's Membership team to recruit and maintain strong membership in Wales. Foster a community spirit for Cymru branch members and represent Cymru membership interests in the overall BAFTA membership strategy
- Work closely with the Partnerships team to both deliver national partners for BAFTA Cymru, and to manage existing partnerships (e.g. with the devolved governments, Wales based sponsors for award/events etc.)
- Work with the PR & Communications team to ensure we are building our key target audiences and that our communications are appropriate to Wales
- Manage the budget for the Branch

195 Piccadilly, London W1J 9LN
T +44 (0)20 7733 0022 E info@bafta.org
www.bafta.org

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Ideally you will have:

- Experience of managing large scale events
- A strong record of working with multiple stakeholders both internal and external and excellent influencing skills
- The ability to write and speak in Welsh - this is desirable but not essential
- A good knowledge of the Welsh Creative Industries and their particular challenges and strengths
- Strong networking skills and experience of forming mutually beneficial partnerships with a range of organisations (both sponsorship and delivery/in-kind partnerships)
- Experience of working with complex budgets

Ideally you will be:

- A collaborator and influencer
- Strong leader of people
- Active and empathetic listener
- Able to share clear messages and make complex ideas easy to understand for everyone
- A strategic and creative thinker

ABOUT BAFTA

BAFTA is a leading arts charity focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

BAFTA's Purpose:

Enrich the cultural landscape. Level the playing field. Be progressive. Inspire and celebrate.

BAFTA's Mission:

We champion practitioners in film, games and television, regardless of background and life experience. We provide community for our members and strive for progressive industry and cultural practices. We recognise exceptional storytelling through our awards.

BAFTA's Vision:

People from all backgrounds will have opportunity to thrive in the screen industries, bringing rich, more diverse stories for us to celebrate.

What you will receive on top of your salary:

- Holiday - 29 days a year plus bank holidays
- Pension - 8% contributory pension
- Employee health cash-back plan
- Long-term sickness insurance
- Life assurance - four times your annual basic salary
- Employee Assistance Programme - 24/7 confidential access to expert services including counselling, wellbeing, and independent legal and financial advice
- Cycle 2 Work Scheme & season ticket loan
- Access to cinemas throughout the UK and to BAFTA events

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DIVERSITY MONITORING

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our [Diversity Monitoring Survey](#). All the information you provide will be anonymous and is not considered with your application.

APPLICATION PROCEDURE

Please apply [here](#) and include a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role and, in particular, what experience/knowledge you have in relation to the duties.

We actively encourage all applicants to share with us how you might perform best throughout our recruitment process as such should you wish for us to adjust the process in order for you to shine please get in touch: recruitment@bafta.org.

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