



Job Description

Job Title:	Children and Young People Coordinator
Reports to:	Children and Young People Manager
Job Location:	You must be able to work in the London office 60% of your time, some travel to Cardiff and Scotland offices as required.
Start Date:	
Salary	£ 24,500
Contract Type:	Permanent Full Time

Job purpose

This is a coordination and administrative role within the BAFTA Learning, Inclusion and Talent team, coordinating projects with a specific focus on children & young people, to ensure their smooth running. To support on delivery of talent initiatives with an objective to increase aspiration and careers awareness in children and young people with the purpose of a more inclusive screen industry. Assist with the delivery and coordination of the event programme, maintaining the highest standards of event production and audience satisfaction. The role includes working occasional weekends and travel within the UK.

Key responsibilities and accountabilities:

- Coordinate delivery of key initiatives, particularly Young Creators, Young Game Designers, Young Presenters, supporting relationship management with partners; representing BAFTA where appropriate, coordinating entries and judging processes; producing associated events.
- Coordinate key elements of the BAFTA programme for children & young people to ensure the smooth running of all initiatives and events – including but not limited to liaising with talent/producers/content platforms, liaising with venues regarding technical requirements, updating internal communications, arranging travel and accommodation.
- Coordinate logistics for school visits including travel and accommodation, resources, technical requirements.
- Assist in the production of events and developing content as directed including screenings, open weekends, school visits and content for YouTube.
- Coordinate communication with audiences, including digital mentorship forums and newsletters for Young Game Designers, and updating event listings on the BAFTA website and BAFTA Ticketing.
- Support the development of new systems and maintenance of entry processes, including BAFTA Nucleus, across initiatives for children & young people such as Young Game Designers, Young Presenters.
- Support BAFTA Cymru and BAFTA Scotland in the delivery of events for children & young people which will include remote and in-person attendance and internal communication regarding initiatives.
- Respond to e-mail (BAFTA Kids and YGD inboxes) and phone enquiries in connection with the programme for children & young people.
- Attend some evening and weekend events and undertake travel to support event delivery for children & young people across the UK.
- Other tasks as directed



BRITISH ACADEMY OF FILM AND TELEVISION ARTS

Ideally you will have

- Experience of working with schools and or young audiences
- Experience of delivering learning events/ projects/ initiatives
- Some understanding of the creative sector and career opportunities – particularly within film, television and games
- Enthusiasm for working with children & young people

Ideally you will be:

- An excellent administrator with excellent attention to detail
- Able to work in a directed way, managing regular tasks
- Able to take initiative
- Excellent written English and in-person manner
- Ability to manage stakeholders with confidence
- Interested and passionate about working in a charity that supports new talent

ABOUT BAFTA

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

BAFTA's Vision:

Bringing the transformative power of Film, Games and Television to everyone.

BAFTA's aims: to champion the art and the craft, champion talent and champion the industry environment by:

- identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV;
- providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society;
- enabling a positive and inclusive environment, for an accessible, sustainable and connected industry.

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 how you meet the requirements outlined in the person specification, using examples from your previous work or experiences.

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