

Near Peer Facilitator (Mentorship, Pastoral Support, Course Management)

Full Time, Fixed Term. SCP 8 - £24,702

Temporary position. Review March 2024, expected to extend to Jan 2026.

Applications Close	09/02/24
Interviews	Week Commencing 12/02/24
Starting Date	19/02/24

We are excited to be partnering with Mission Accomplished LTD to deliver adult training courses for people wanting to access the TV and Film industry this year.

We are looking for a Near Peer Facilitator to assist in the coordination and management of the skills programmes we are delivering in partnership with Mission Accomplished Ltd.

The overall aim of the Skills Accelerator is to increase opportunities for employment of below-the-line production crew for underrepresented talent into the West Midlands screen industries.

Training providers like BOA form part of a network of suppliers led by Create Central to achieve this aim. Recruitment to the training courses is supported by a targeted and bespoke outreach and engagement programme to encourage applicants from underrepresented backgrounds, delivered by specialist marketing and events suppliers.

These skills programmes have been identified by Create Central's industry members and a wider industry partnership group (including BBC, C4, ITV and YouTube) to support sector investment in the region.

BOA is working closely with Create Central to ensure our course materials align with latest market intelligence from Create Central's industry members and partners.

Made possible by the BFI awarding funds from the National Lottery, additional match-funding is being offered by the West Midlands Combined Authority to support local residents in accessing the skills required to secure sustainable employment in the industry.

The Near Peer Facilitator will primarily work on our Scripted and Unscripted Fusion course:

[SCRIPTED AND UNSCRIPTED FUSION | Mission Accomplished](#)

The Near Peer Facilitator will act as coordinator and be first point of contact for the trainees and the pros running the workshops. We are looking for someone who is fresh into the industry who the trainees will be able to relate to.

The role is full time (i.e. 38hrs per week), but is not a Mon-Friday 9-5 role. It involves working weekends and evenings during the workshops, in combination with an element of flexible working (from home, from BOA Stage and Screen Production academy, and from the Mission Accomplished headquarters in Digbeth).

So far, we have weekend dates firmed up for the first round of weekend workshops (which candidates would need to be available for). We will be confirming more dates over the coming weeks:

- **Saturday 24th Feb.** 9:30am -4.30pm. Support Single Camera Workshop *(led by Perjit Aujla)*.
- **Sunday 25th Feb.** 9:30am -4.30pm. Support Single Camera Workshop *(led by Perjit Aujla)*.
- **Saturday 9th March.** 9:30am -4.30pm. Support unscripted studio workshop *(led by Maria Needle)*.
- **Sunday 10th March.** 9:30am -4.30pm. Support unscripted studio workshop *(led by Maria Needle)*.
- **Saturday 23rd March.** 9:30am -4.30pm. Support scripted daytime drama workshop *(led by TBC)*.
- **Sunday 24th March.** 9:30am -4.30pm. Support scripted daytime drama workshop *(led by TBC)*.
- **Saturday 6th April.** 9:30am -4.30pm. Support trip to Pinewood Studios
- **Sunday 7th April.** 9:30am -4.30pm. Support scripted high end TV/film workshop *(led by Caroline Bean)*.
- **Saturday 20th April.** 9:30am -4.30pm. Support post production workshop *(led by Sian O'Brien)*.
- **Sunday 21st April.** 9:30am -4.30pm. Support panel event with guest speakers etc.

Job Description

Course Management

- Act as first point of contact for all trainees
- Act as first point of contact for workshop facilitators (industry pros and teachers)
- Act as first point of contact for guest speakers
- Partner liaison
- Supervise trainee onboarding and induction process
- Manage, monitor and maintain virtual learning environment (google classroom)
- Supervise trainee exit interviews, graduation and transition
- Manage the collection of stakeholder feedback and trainee destination information

Learning Facilitation

- Support trainees and facilitators during all workshops and other activities
- Problem solving and Reasonable adjustments and removal of barriers (SEN, Access, attendance, flexibility, pastoral barriers etc)
- Implement, manage and monitor the E-learning programme
- Lead CV and employability clinics
- Supervise industry speaker events

Mentorship and Pastoral Support

- Act as personal and professional mentor, and advocate for trainees
- Provide pastoral support and guidance for trainees, making referrals into support and safeguarding systems as appropriate.
- Act as deputy designated safeguarding lead.

General

- Undergo any training/professional development required to perform the duties and responsibilities of this post effectively.
- Execute your responsibilities under the provision of the Health and Safety at Work Act, and with regard to Child Protection, security, confidentiality and data protection.
- Set an example of personal integrity and professionalism, demonstrating high personal standards of expertise, commitment and service
- Exercise commitment to the organisation's ethos, values and aims.
- To undertake any other duties commensurate with the post/grade, deemed necessary at a particular time to ensure the smooth running of the Skills Accelerator Programme.

Person Specification

Qualifications	<u>Essential</u> <ul style="list-style-type: none">• None <u>Desirable</u> <ul style="list-style-type: none">• Academic and/or professional qualifications in technical broadcast media production or a related discipline• Mentorship or coaching qualification• Qualified teacher status or equivalent
Experience	<u>Essential</u> <ul style="list-style-type: none">• Recent experience of working in media production at a professional level (ideally in entry-level roles)• Experience of working with young people and adults <u>Desirable</u> <ul style="list-style-type: none">• Experience of teaching/facilitating media-related subjects
Knowledge and Understanding	<u>Essential</u> <ul style="list-style-type: none">• A good understand of production processes and roles• Knowledge of the screen industry, sectors and interrelations• An excellent understanding of mentorship and pastoral support• An excellent understanding of safeguarding

Skills and Disposition	<u>Essential</u> <ul style="list-style-type: none"> • Excellent analytical and problem-solving skills • Good communication skills • Good planning, budget and time management skills • Good organisation skills with an attention to detail • Good IT, literacy and numeracy skills • Ability to work under pressure alone or as part of an effective, creative and technically proficient team. • A proactive “life-longer-learner” attitude • Ability to work with, motivate and supervise young people • Sense of humour and resilience • Calm attitude
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Please note: All staff must hold or undergo regular Enhanced Disclosure Barring Service checks. They must also ensure that statutory responsibilities and company policies are always upheld, with regards to health and safety, equal opportunities; data protection and other relevant legislation, policies and procedures, and that the Trust’s vision and values are upheld and promoted.

We reserve the right to review applications and conduct interviews before the application date has closed.

All applications should be submitted using the standard form available on the BOA Stage and Screen Production Academy website:
<https://www.boa-stageandscreen.co.uk/workforus>,
and emailed to info@boa-stageandscreen.co.uk