



JOB VACANCY – OUTREACH & ENGAGEMENT OFFICER

Vacancy Details		
Vacancy Title	Outreach & Engagement Officer	
Employer Name	Resource Productions CIC	
Employer Address	27 Church Street, Slough, SL1 1PL	
Contact Name <i>Please only contact us if you are serious about the role and want to discuss something specific!</i>	First Name	Lesley-Anne
	Surname	Macfarlane
	Position	Head of Production
	Telephone	01753 553 374
	Email Address	lesley@resource-productions.co.uk
Role summary	Coordination of training and event activities. See attached Job Description for full details.	
What we are after	If you're into Film, Arts or Media, are passionate about access and inclusion, can engage with different people from different backgrounds, are great with paperwork and can plan and deliver workshops, then we'd love you to join our dynamic team.	
Wage	£25,000 per annum, plus a package of benefits.	
Working Week	c9am to c5pm, mutually flexible working to include some evenings and weekends.	
Future prospects description	This is a 1 year, full-time, fixed-term post, but the intention is to provide opportunities to stay within the organisation.	
About the Candidate		
Skills required	Excellent written English, Spelling & Grammar. Excellent knowledge of Microsoft Office, including Word & Excel. Good at presenting, including public speaking and PowerPoint. Confident in networking and presenting in person & online. Confident with leading, planning and delivery of workshops and community events. Willingness to learn, lead and work as part of a team.	
Qualifications required	Background in Arts or Film, education, teaching, youth work or social work qualifications welcome but not essential.	
Personal qualities	Positive and enthusiastic, hardworking, and committed. Organised and self-motivated.	
Additional Detail		
Reality Check	There will be the chance to get involved with all our exciting projects, but you will need to be able to manage your workload.	
Key Dates		
Closing date	Thursday 14th December 2023, 12 noon	
Interview date	Wednesday 20th December 2023	
Possible start date	3rd January 2023 or 1st February 2024	
How to Apply		
Register with us	https://resource-productions.co.uk/register	
Apply by Email	events@resource-productions.co.uk	
Please send	A CV & covering letter or link to a video explaining why you want the role	
No later than	12 noon – Thursday 14th December 2023	



27 Job Description 01/11/23

Job Title	Outreach & Engagement Officer
Grade	Officer
Main purposes of job	Planning, promotion, coordination, facilitation and evaluation of workshops, training and events
Key Objectives	
1 Management	Working with the Head of Production/Cluster Manager & Film Officer team and others to ensure our activities are reaching the right target groups and achieving the intended impact, whilst keeping to budget, schedule and achieving KPIs. Developing and strengthening engagement with and participation of Berkshire residents, under-represented groups and freelancers.
2 Coordination	Planning, promoting, delivering and reporting on all Screen Berkshire activities. Ensuring all project and course registration forms, registers and Individual progress plans (IPP's) are up-to-date and processed. Use of GOOD CRM, XERO, EVENTBRITE and other programmes regularly used by staff. Developing evaluation tools and processes.
3 PR	Increasing our profile within the Creative Industries, by working with the Marcomms Apprentice and others to represent the organisation across Film, Arts, Skills and Berkshire. Liaising with Screen Berkshire partners to write copy and produce promotion and press.
4 Relationship Management	Proactively carry-out email, telephone and face to face engagement with a diverse range of participants across a range of programmes. Establish and maintain collaborative relationships with key external agencies and organisations.
5 Training & Production	Supporting the development and delivery of training and productions as required. Work with course leaders to prepare schemes of work, AV content and session plans. Taking an active role in supporting colleagues with youth engagement and the delivery of youth & careers workshops.
6 Monitoring & Evaluation	Responsible for gathering and reporting all participant paperwork, data, case studies, monitoring and evaluation.
7 General	In addition, you will be required to undertake any other duties as may reasonably be required.
Responsible for	Staff: All Project Staff and crew including Associates Resources: Project Paperwork
Reporting to...	Head of Production / Cluster Manager (HOP)