



Training Coordinator

Four Corners seeks a Training Coordinator to join our team.

Four Corners is a centre for film and photographic arts, based in East London for over 40 years. We recognise that access to the arts is not always equal, and we aim to change that by championing creative new voices through our training and community programmes. Our Gallery and Archive programmes engage audiences with histories from the margins that might not otherwise be told. Four Corners is a registered charity. We are a team of twelve part-time staff, and we work closely with partners in visual arts, film and TV, archives, community and higher education.

Background

The post is funded through the ESFA/ESF Communities Grant EQUIP programme and the Westfield East Bank Creative Futures Fund through Foundation for Future London. The postholder will deliver two new training schemes at Four Corners: *Introduction to Film and TV* and *Working in Film and TV* from September 2022 to March 2023. These schemes will support unemployed people living in Hackney and Tower Hamlets towards careers in the film and media industries. They include skills training, employability support, industry talks and networking events.

We are seeking applicants with a background and expertise in project management and delivery of training programmes working within film, television, visual arts or related sectors. Applicants must have a demonstrable and high-level track record of work.

The post is offered on a 7-month contract from September 2022 to the end of March 2023 in the first instance.

To apply

Please submit a CV and covering letter via email to Carla Mitchell, carla@fourcornersfilm.co.uk

Your covering letter should outline:

1. Your interest in, experience and suitability for the post
2. How you meet the Person Specification outlined at page 4 below

Deadline for applications is **Thursday 11 August at 10.00am**. Interviews will take place on Monday 15 August.

Four Corners is an equal opportunities employer. We aim for greater diversity in our staff team, and welcome applications from people who are under-represented within the visual arts and creative media sectors.

- All candidates who identify as disabled (including Deaf, disabled, neurodiverse and those with learning disabilities) and who meet the essential criteria for a role will be offered an interview under the guaranteed interview scheme.
- We will also guarantee an interview to all candidates who meet the essential criteria from backgrounds that are underrepresented within the arts, creative media and archive sectors, such as people from Black, Asian or ethnically diverse backgrounds and people from low socio-economic backgrounds.

Job Description

Training Coordinator

- Reporting to Four Corners' Artistic Development Director
- 7 month fixed-term contract, 14 hours per week
- £33,204 pro-rata

Main duties include:

- Promoting the training schemes through outreach visits to local groups, talks and through working closely with Four Corners' comms and training staff.
- Participation in interviews, selection and initial needs assessment of participants.
- Organising the delivery of training modules, including timetabling, booking tutors, equipment, speakers, setting up training and industry speaker sessions, purchase of equipment and materials where appropriate.
- Working closely with tutors and Four Corners' staff to ensure adequate equipment and room bookings are in place.
- Provision of pastoral support to trainees, including 1-2-1 meetings for each trainee's Individual Learning Plan, and supporting them with work placements and potential job opportunities.
- Working with Finance Director and Finance Manager on the working budget.
- Responsible for all project monitoring and evaluation for the two funders. This will include responsibilities for trainee paperwork, checking eligibility criteria, attendance sheets, trainee outcomes onto further training and/or employment and/or work placements, and regular submission of information for claims as required.

KEY TERMS AND CONDITIONS

Place of work:	Four Corners' offices are at 121 Roman Road, London E2 0QN.
Hours:	Normal hours of work will be Monday to Friday 10.00 - 6.00. Occasional work on evenings or weekends may be required.
Pension:	There is a discretionary company pension
Annual leave:	Six weeks holiday plus Bank Holidays (pro rata)

Person specification

Essential:

- At least 5 years relevant experience in a film, photography or related cultural sector
- Demonstrable experience of delivering successful training schemes working within a comparable context.
- Demonstrable experience of project management, with particular reference to dealing with paperwork, reports, claims, monitoring requirements and evaluation.
- Good IT skills, including knowledge of excel, word, use of surveymonkey and social media.
- Excellent, and proven, written and oral communication skills.
- A proven ability to work in a team with a diverse range of people, and on your own initiative.
- A commitment to equal opportunities and promoting diversity.

Desirable:

- Experience of working in the voluntary/charitable sector.
- Good knowledge of the film/broadcast industry practices and skills base.
- Knowledge of East London