



## JOB SPECIFICATION

- Title:** Community Manager for the Screen South Digital Hub and Hi3 Network
- Salary:** £28,000 (pro rata)
- Reporting to:** Project Manager, Digital Hub and Hi3 Network
- Contract:** Fixed term contract to start September 21 until July 2023 at .6 / 3 days

### Post

Screen South is seeking a part time Community Manager for Screen South's Digital Hub and Hi3 Network who will be based at Screen South in Folkestone. They will be supported by the Digital Hub Hi3 Project Manager and work closely with the Digital Hub Hi3 Technology Manager. They will also be part of the wider Screen South team supporting the delivery of the new Screen South Digital Hub and Hi3 Network.

### Background

Screen South is a not-for-profit Creative Development Company with a focus on digital, operating in the wider creative and cultural sector. We deliver and lead innovative projects across screen-based media and the wider heritage, cultural and creative industries. Our new Digital Hub in Folkestone is part of the new Hi3 Network partnership, which includes Canterbury Christ Church University, London Southbank University, Creative Folkestone and Maidstone Studios, and has recently secured ERDF funding to provide space, facilities, opportunities and expertise to support creative innovators to develop ideas and practice. We will offer events and activities that are public, as well as focused programmes for the new Hi3 Network members who will gain access to lab/studio space, digital lounge desks, meeting rooms and a high-end broadband connectivity. The new project will provide a programme of activities with specialist advice and guidance focusing on creative digital tech. It will also provide resources for new talent, freelancers, SMEs and emerging Creative-Digi-Tech enterprises, supporting innovation and the development of new digital projects.

Alongside innovation and creative project support the Digital Hub and Hi3 Network members will be able to develop new practical applications with access to high end digital facilities and guidance. The aim is to strengthen the level of Innovative Creative Digital activity locally and across the South East area as well as widening the offer on a national level for new collaborations. We will also have mobile and virtual elements so that we can provide outreach Creative DigiTech workshops to our creative and cultural partnership network across the South East area. The Hi3 Network participants may be new to digital creative production or more experienced artists and companies who would benefit by having access to bespoke support, including research and innovation support, alongside 24/7 access to

DigiTech facilities to try out new ideas.

## **JOB DESCRIPTION**

The Community Manager will lead on recruitment and engagement with Hi3 Network participants/members and Digital Hub Users. They will assist with scheduling and managing the events, websites, and the social media associated with both the overall Freelance and SME community aggregated through the network and via the Hubs. They will be responsible for the creation of the community of practice, the website, social media and the project communications network for Screen South. They will also work closely with the other partner Community Hub managers to ensure synchronicity of opportunities and SME support across the Network.

The role will involve some evening and week end working as the Community Manager for Screen South's Digital Hub and Hi3 Network will be arranging and attending events will include evening networking, Saturday Creative Workshops and weekend Sandbox Development Workshops.

The Community Hub Manager will work closely with the Screen South Technology Manager to ensure that the planning and delivery of the events and workshops provide the attendees with the optimum environment for networking, innovation, and research and development.

### **Main Activities and Responsibilities will include:**

1. Working with the Project Manager to recruit suitable new talent, freelancers, SMEs and emerging Creative-Digi-Tech enterprises into the Hi3 Network and programme, including verifying their eligibility for entry, supporting their engagement and monitoring their activities.
2. To work closely with the Hi3 Network members and Hub users to ensure they are supported through the creative exploration, innovation, and R&D process.
3. Proactively engage with local screen and creative tech industry community associations and networks to raise awareness of the Folkestone Hi3 Digital Network. This includes reaching out through the website and social media to inform of the opportunities for studio and cloud access, workshops, networking and the overall benefits of participating.
4. Manage the planning of the events; collaborating with the Project Manager and the Technology Manger and drawing on your contacts and awareness of creative-Digi-tech industry to support events with speaker and facilitators ideas and provide the correct level of support from industry experts, technicians and other groups to enable the delivery targets are met.
5. Disseminate to local SMEs and freelancers, opportunities for additional training, support and R&D from the other Digital Hubs. This will include the possibility of collaboration with other SMEs from the South East and further afield.
6. Ensure that the appropriate logos and branding for the Hi3 Digital Network is used at all times.
7. As advised by the LSBU Strategic Projects team, the Lead Hi3 Network Project Manager and the Lead Hi3 Network Community Manager; and working with the Screen South Digital Hub Manager; ensure the necessary records are kept for accurate reporting in line with ERDF requirements. This will include working with, and if necessary, supporting, the freelancers and SMEs with reporting.

8. Be prepared to alter approaches to delivery and engagement to reflect feedback from participants and to track performance against requirements.
9. Engage positively with the wider local community to embed the opportunities that the Screen South Hi3 Network Digital Hub locally and provide a legacy.
10. In addition to the above areas of responsibility the post holder may be required to undertake any other reasonable duties relating to the broad scope of the position.

### **Personal Specifications**

1. A thorough understanding of the current Creative Industries sector and particularly the screen industries (television, film, VR, Games, video, post-production, animation, performance and events).
2. A good practical application knowledge of website and social media management, including content moderation and compliance with UK and International standards relating to online communities and social media channels.
3. Experience of running successful events and workshops, demonstrating ability to plan engaging and suitable events for niche participants in this sector.
4. Qualified to degree level or equivalent preferably in a related subject, or by experience.
5. Excellent self-organisational skills, including the ability to set up and deliver against project plans supported by others.
6. Having a flexible approach to delivery and understanding of working in a larger team to meet overall delivery targets. Experience of being part of delivering European Funded projects an advantage.
7. A good networker, able to build and maintain strong relationships with clients and others in the industry sectors and businesses of interest to the project.
8. Excellent written and verbal communication skills and an eye for detail.
9. A strong commitment to and proven track record of customer service with an understanding of ~~us~~ and accessibility.
10. Able to demonstrate an understanding of, and commitment to, equal opportunities and diversity and their practical application.
11. You will be willing to work flexible hours as the project dictates
12. A DBS clearance will be required.

### **Terms and conditions:**

Salary: £28K per annum pro rata for a maximum of 22 months depending on start date.

Hours: This is .6 contract which is 21 hours per week, some evening and weekend work will be required, which will be recompensed with time off in lieu.

Annual Leave: 25 days per year pro rata plus Bank Holidays pro rata.

Base and travel: The post-holder will be based at Screen South's office in Folkestone, but may be required to travel cross the South East for meetings and network events if needed. Any travel and

working in the office will be considered on a basis of how safe it is for the postholder to do so in the current circumstances of the Covid 19 pandemic.

### **Application Process**

Applicants are required to send a CV, covering letter outlining how you fulfil the brief and 2 named referees. If you are selected for interview you will have to provide evidence of right to work in the UK

**Deadline for applications: 10am on Thursday 29<sup>th</sup> July, 2021**

**Interviews (via Zoom): Wednesday 4<sup>th</sup> August 2021**

Please send electronically to:

**Jo Nolan, Managing Director**

Email: [recruitment@screensouth.org](mailto:recruitment@screensouth.org)

Tel: 01303 259 777

Please telephone or email to request application materials in other formats and to discuss the application.

### **Screen South**

Digital Hub

The Glassworks

Mill Bay

Folkestone

Kent, CT20 1JG

[www.screensouth.org](http://www.screensouth.org)

<https://www.sbi.business/hi3/home>