

Job Description: Tees Valley Screen Monitoring Coordinator

Responsible to: Tees Valley Screen Monitoring Manager

Terms: £20.4k pro rata

Job Purpose:

To support the Tees Valley Screen Monitoring Manager in the efficient monitoring and evaluation of Northern Film + Media's ERDF funded Tees Valley Screen's innovation and SME business growth activities.

Key Tasks:

1. To act as first point of contact for SME's engaging with the ERDF Funded Tees Valley Screen Project checking their eligibility for project support.
2. To deliver the entry, early and emerging level SME initial needs diagnostic and support delivery of established SME initial needs diagnostics ensuring all relevant paperwork is complete and the new client file is set up.
3. To ensure the information held in SME client files are up-to-date and accurate this includes the initial and subsequent client diagnostics, development plans and that the ongoing intervention output achievements are recorded.
4. To maintain effective internal systems for the recording and collection of monitoring information for all Northern Film + Media's funding contracts. This includes making sure the client activity output database is kept up to date, constantly reviewing and amending, liaising with the Tees Valley Screen Monitoring Manager and the wider Tees Valley Screen team.
5. To implement effective qualitative and quantitative monitoring and evaluation systems and procedures to ensure quality assurance and consistency across the organisation which meets evaluation

requirements providing Key Performance Indicators (KPI's) for funders and EDI information for NFM organisational reporting.

6. To keep the organisation wide monitoring calendar up to date which identifies report due dates as well as individual staff responsibilities. Using this calendar to inform report contributors of content and deadlines.
7. To produce narrative funder reports using qualitative monitoring across NFM business and to provide activity and SME case studies.
8. To horizon scan for and identify new funding opportunities and partnerships which will support the work of Tees Valley Screen.
9. To support the Tees Valley Screen Steering Group with collating meeting actions and minutes.
10. Any other responsibility/task that the Tees Valley Screen Monitoring Manager may consider appropriate to the role, including but not limited to general administrative duties, as directed.

Additional Responsibilities

- Help to maintain delivery partnerships at a regional, national, and international level.
- Corporate responsibilities include working with line manager to organise work schedule and creating and maintaining professional relationships with other members of staff.
- Demonstrate a personal commitment to Northern Film and Media's Diversity, Equality, and Inclusion responsibilities, which include a positive and proactive approach to equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.
- Promote, develop, and implement organisational activities which support and enhance environmental sustainability and Northern Film and Media's Health and Safety at Work policies and other statutory requirements.

- The post holder must also be willing/able to work outside of office hours when required (subject to 1 week's notification) with some out of hours digital support.

This job description outlines the key tasks currently required of this post. These tasks may vary from time to time to meet changing circumstance and are the subject of review.

The post is funded by ERDF and the activities of the Monitoring Co-ordinator are wholly included in Northern Film + Media's Tees Valley ERDF project until December 2022. As such the post holder must ensure that the conditions of NFM's ERDF project are adhered to across all activities of the role.

PERSON SPECIFICATION

Experience

- Experience of monitoring and evaluation systems and processes.
- Proven track record of using initiative and problem solving.
- Experience in using excel and database use including database interrogation.
- Experience in monitoring public sector grants provision and administration.
- Experience of regular reporting of quantitative outputs.
- Working on project administration.
- An awareness of ERDF administration requirements would be helpful but not essential.

Skills

- Strong and proven task management skills.
- Proven ability to deal with sensitive information and confidential data.
- Accuracy and attention to detail when recording and collating data and information.
- Ability to summarise complex information including financial data.
- Excellent administrative and organisational skills with a good track record in filing and file management.
- Strong interpersonal, verbal presentation and written communication skills.
- Competent IT skills.

Behaviour and Attitude

- Proven ability to work under pressure, to deadlines.
- Highly self-motivated.
- Flexibility with regards to working hours and methods.
- An ability to work well within a team.