



Managing Director Job Description

The Grierson Trust is appointing a new Managing Director to lead the organisation into an exciting new phase.

This is a fabulous opportunity for an individual who is passionate about factual TV and documentary. The work that The Trust does to celebrate excellence in the genre via the awards, plus introduce new talent from under-represented groups through its Grierson DocLab training and mentoring schemes, is transformative and highly rewarding.

The successful candidate will work collaboratively with the board and will be responsible for developing strategy and its implementation.

Working with a small and dedicated team, the Managing Director will have overall responsibility for all operations, budgets and fundraising.

About The Grierson Trust:

The Grierson Trust commemorates the pioneering Scottish documentary maker John Grierson: the man widely regarded as the father of documentary.

Each year, The Trust celebrates the best in factual TV and documentary filmmaking from Britain and around the world with the British Documentary Awards – more fondly known as [the Griersons](#). This year the awards will be celebrating their 50th anniversary.

In addition, The Trust encourages factual TV talent through its three [Grierson DocLab training schemes](#): the **Grierson DocLab** core scheme for new entrants aged between 18 and 25; and **Grierson DocLab In Focus: Editing** and **Production Management** for people aged 18+, which are both funded by Netflix.

As well as being a registered charity (Charity No 1100784), The Grierson Trust is also a company limited by guarantee (Co Registration No 04855173).

The Grierson Trust is led by committed [board of Trustees](#) drawn from across financial, documentary and factual TV sectors.

Salary, benefits and location:

- **Full-time permanent role:** flexible working hours
- **Location:** UK-based flexible location, remote working from own home or space with some travel (likely to Birmingham and London) when needed. The Grierson Trust does not have an office and all four members of staff work from home in Birmingham, Hull and Peterborough. The core staff communicate daily via Microsoft Teams and Zoom and arrange periodic team days in London or Birmingham for face-to-face working.
- **Salary:** £67,500.00
- **Holiday entitlement:** 30 days per year
- **Benefits:** pension scheme

About the role:

Responsibilities:

Grierson Awards

The Grierson Awards take place each year in November to an audience of 700 guests at the Queen Elizabeth Hall in London and thousands of viewers on The Trusts' YouTube channel. Awards are given in 18 categories.

The awards competition opens in late March/early April and entries are submitted via The Trusts' online entry portal where entrants complete the entry form, upload their video files and pay the entry fees.

There are two rounds of judging which take place in July and September. [Over 100 reviewers and judges](#) are secured each year. Judges are drawn from the film and TV industries, are subject area experts and on-screen talent. Each jury must have a balance of skills and diversity.

The MD will liaise with the jury chairs and members to ensure that the judging process is fair and transparent with the judges looking for evidence of quality, integrity, creativity and

overall excellence. They will also consider the steps taken by producers to ensure the best diversity and inclusion practices are adhered to.

The awards ceremony is a celebration of the nominated and winning films and producers. The MD will work closely with the event producer, venue and caterers to ensure a safe and enjoyable experience for all the guests.

The MD will be responsible for securing the ceremony host and guest presenters. Past ceremony hosts have included Patrick Kielty, Stephen Mangan, Claudia Winkleman and Susan Calman. They will work closely with the live event producer and crew and will sign off on the script for the evening and the clip packages of nominated films.

The MD is responsible for all aspects of the awards competition and ceremony. They will work closely with sponsoring companies which include All3Media, BBC, Channel 4, The Open University, Disney+, Prime Video, Discovery and Netflix.

Grierson DocLab schemes

The Grierson Trust runs three training schemes throughout the year:

- Grierson DocLab - a new entrant scheme for 18–25-year-olds
- Grierson DocLab In Focus: Production Management
- Grierson DocLab In Focus: Editing

The In Focus DocLabs are funded by Netflix. This year each course will be a combination of online and in-person training and comprises work placements and mentoring for the trainees.

The MD works closely with The Director of Training Programmes on the direction and content of the schemes. They participate in the selection and interviewing of candidates and liaise with funders which include Netflix, The Rank Foundation and independent production companies who sponsor the scheme.

The Grierson DocLab schemes are a hugely important part of the Trust's work and have been transformational for over a hundred alumni who have been through the courses. The successful candidate must be passionate about recruiting and guiding the next generation of factual TV professionals.

Marketing and Communications

The MD works closely with The Trust's Marketing Manager and freelance Publicist on the following:

- Campaign strategies

- News releases
- Social media messaging
- Monthly newsletter
- Industry news and relations

Team and HR

Responsible for:

- Staff welfare
- Management of recruitment processes, interviews, dismissals
- Employment contracts
- Bonuses and pay rises

Liaison with the Board

Responsible for:

- Setting the agenda for board meetings
- Writing and compiling papers
- Sign off on the minutes
- Liaise with individual board members and subcommittees
- Maintaining good governance

Finance

Responsible for:

- Budgets
- Fundraising
- Invoicing and collection of money
- Liaising with The Trust's Treasurer and the Finance Subcommittee
- Writing the report for the annual accounts

Experience and skillsets:

Required:

- Experience of managing a team
- Experience of running a budget and strong financial control
- Proven record for raising sponsorship and other sources of funding
- Proven experience of building and maintaining relationships with stakeholders
- Excels in formulating new partnership deals and models
- Well organised
- Team player

- Confident communicator
- Good understanding of the ever-changing film and television landscape
- Proven experience of driving diversity
- Cares about supporting new talent into the industry, developing and championing them
- Strong inclusive leadership

Desirable:

- Strong track record of working in factual television and documentary
- Wide ranging contacts across the film and TV sectors
- Experience of event or production management
- Experience of project management
- Experience of working for a trade association or arts charity
- Experience of supporting talent to reach their full potential

How to apply:

We are inviting prospective applicants to apply for this role by submitting an up-to-date CV and a covering email, explaining what attracts you to the role, what you can bring and how you meet the criteria.

Please address applications or any queries to: jobs@griersontrust.org

If you require further information (including requests for access support) contact us on +44 (0) 1733 891878 or jobs@griersontrust.org

The deadline for applications is: 23:59 BST, Monday, 20 June 2022. Interview date: week commencing 4 July 2022.

The Grierson Trust is committed to being a diverse and inclusive employer. We particularly welcome applications from under-represented groups, including, but not limited to: those from ethnic minority backgrounds; disabled people; people from the LGBTQ+ community; and those from lower socio-economic backgrounds. You can read our [Diversity Statement](#) on The Grierson Trust website.