



## Training Programmes Coordinator (Part Time)

### 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 celebrated their 50<sup>th</sup> 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. The core Grierson DocLab scheme has run since 2012 and all training schemes have so far supported over 150 people to get started – or progress – in the industry. The core scheme is supported by a host of UK production companies including BBC Studios, Blast! Films, Dragonfly TV, The Garden, Lightbox, Minnow Films, Plimsoll Productions, Raw TV, Rogan Productions, Twenty Twenty, Wall to Wall, Wise Owl Films (All3Media) and Zinc Media, as well as industry professionals who volunteer their time as guest speakers and mentors. The Trust stays in touch with its growing network of [Grierson DocLab Alumni](#) beyond each training scheme.

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

## Job Description:

The Grierson Trust is appointing a new **Training Programmes Coordinator** to support the **Director of Training Programmes**. The new team member will be responsible coordinating various aspects of Grierson DocLab talent initiatives. This is an exciting opportunity for an individual who is passionate about factual TV and documentary.

<b>Reporting to:</b>	Director of Training Programmes
<b>Other key internal stakeholders:</b>	Awards and Administrative Assistant, PR consultant, Marketing Manager, Managing Director
<b>External stakeholders:</b>	Grierson DocLab trainees, trainers, workshop speakers, production companies and funders.
<b>Salary:</b>	£25,000 pro rata
<b>Term:</b>	3 days a week, 1-year fixed term, with the potential to extend
<b>Location:</b>	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. The core staff communicate daily via Microsoft Teams, Zoom and arrange periodic team days in London or Birmingham for face-to-face working.
<b>Holiday entitlement:</b>	25 days pro rata (14 days total annual leave)
<b>Benefits:</b>	Pension scheme

<b>Start date:</b>	30 January 2023
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## About The Role:

The Training Programmes Coordinator will work closely with The Director of Training Programmes on the organisation and delivery of the training initiatives. The Grierson Trust currently runs three training initiatives 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. Each course is a combination of online and in-person training and comprises work placements and mentoring for the trainees.

## Key Responsibilities:

The Training Programmes Coordinator will be responsible for the following:

- First point of contact – dealing with any initial enquiries regarding the DocLab training programmes, answering any initial questions and forwarding enquiries to relevant team members.
- Marketing – supporting with drafting promotional text for website, social media and other platforms.
- Recruitment – reviewing DocLab trainee applications with the team, and coordinating interviews.
- Funder liaison – taking notes at funder/partner meetings with the Director of Training Programmes.

- Logistics – booking travel and accommodation, researching and booking venues, arranging catering, preparing presentations, technical troubleshooting, setting up Zoom meetings and diary management.
- Networking – attending labs and networking events to build a rapport with the trainees, trainers and speakers.
- Reporting – collating data and feedback from trainees for reporting purposes.
- Tracking – keeping in touch with previous DoCLab trainees to capture their career journey.

## Experience and Skillsets:

### Required:

- Experience of project management
- Keen interest in documentary or factual television
- Experience of assisting with other training, learning, or talent development programmes
- Proficient and confident using Microsoft suite of programmes and Zoom
- Confident communicator
- Well organised
- Team player

### Desirable:

- Experience of working in factual television and documentary
- Experience working with young people (18+)
- Data entry experience and using CRM systems
- Experience of hybrid working

## 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](mailto:jobs@griersontrust.org)

If you require further information (including requests for access support) contact us on [jobs@griersontrust.org](mailto:jobs@griersontrust.org)

**The deadline for applications is: 23:59 BST, Friday 9 December 2022. Interview date: week commencing 12 December 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.

