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UP**

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MAYOR OF LONDON



Project Coordinator – Games London

Salary: £30,000

Contract: Full Time – contract until March 2025

Reports to: Head of Games London

JOB DETAILS

Film London is the capital's screen industries agency. We connect ideas, talent and finance to develop a pioneering creative culture in the city that delivers success in film, TV, animation, games and beyond.

We work to sustain, promote and develop London as a global content production hub, support the development of the city's new and emerging filmmaking talent and invest in a diverse and rich film culture. Funded by the Mayor of London and the National Lottery through the BFI, we also receive support from Arts Council England and DIT. Film London is a registered charity.

We also deliver Games London, under which we offer an ambitious B2B programme and the London Games Festival, one of the world's largest games festivals with key consumer and business elements

In 2023 we will embark on a significant expansion of our accelerator proposition into an additional six-month programme for the founders of games businesses in London. We are seeking a project coordinator to specifically support the day-to-day delivery of the programme.

The Project Coordinator – Games London will report to the Head of Games London who reports into the CEO.

KEY RESPONSIBILITIES

Programme Duties

- Support every aspect of the new programme supporting SMEs, working across a pre-agreed timeline of activity
- Work with the Games Business Development Executive and wider Games London team to deliver the programme
- Contribute to the selection and onboarding process for all applicants

- Organise workshop events working with the rest of the Games London team
- Support the organisation and delivery of a finance market for cohort participants and invited investor guests
- Support a culminating international outbound mission
- Work with the project lead to manage cohort members, mentors and trainers
- Help collate post-workshop content (recordings, slides and other materials) to create post-event learning resources
- Collate bios and speaker biographies of all participants
- Act as a point of contact for all participants, handling general enquiries and company-specific requests
- Be an onsite point of contact at events
- Work with the Digital Assistant to deliver online content promoting the accelerator
- Support project administration including research, contracts and invoicing
- Monitor all participation for reporting purposes
- Contribute to the monitoring and reporting of the programme – including the creation of the final report at the end of 2023
- Contribute to, and be active in, online community for participants

General Games London Duties

- Content management: Maintain an archive of all work done for the project and its associated assets
- Research: Desk work to build Games London's database of London games businesses
- Attend regular Games London team meetings and conference calls.
- Undertake any other duties as may be reasonably required.
- Ad hoc contribution to the wider Games London programme including London Games Festival event support, when needed

EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Essential

- Excellent communication and interpersonal skills required, alongside the ability to work both autonomously and as part of a team
- Strong attention to detail, analytical and organisational skills
- Ability to prioritise and to perform to a high standard under pressure and working to tight deadlines
- Excellent administrative and IT skills

Desirable

- Experience delivering training and mentor programmes for start ups
- Good understanding of working with a range of stakeholders
- Good understanding of EDI in the creative industries and business sector
- Good knowledge of the games industry.

KEY TERMS AND CONDITIONS

Place of work

Games London is based at Film London's offices at The Arts Building, Morris Place, London N4 3JG. We are currently working in a hybrid way – partly office based and partly from home. Travel around London may be required. Costs for travel required by work will be reimbursed.

Hours and workload

Time off in lieu will be possible in respect of hours worked over the standard week of 40 hours (inclusive of lunch breaks). Time off in lieu will not be allowed to accrue across leave years. Occasional work on weekends and / or evenings may be required.

Holidays

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (April 1st to March 31st). Not more than 5 days unused holiday entitlement will be rolled into subsequent years unless at the express authorisation of the Board and no payment will be made for unused leave.

Notice

The termination of the post will be subject to one calendar month notice on either side.

APPLYING FOR THE POST

For further details and an application form, please go to www.filmlondon.org.uk/vacancies. Please email completed forms to jobs@filmlondon.org.uk.

In line with our diversity and inclusion policy, Film London only accepts applications submitted via email on our standard application form. If you are unable to submit your application in this way, please contact aysha.hussain@filmlondon.org.uk for further assistance. We can provide our application form in a number of different ways for candidates who may have a disability which prevents them from completing the standard form.

Closing date for applications: 9am, Monday 12th June 2023.

It is the policy of Film London to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that Film London reflects the diversity of the communities in which it works. We welcome applications from under-represented groups, including Black, Asian and minority ethnic groups, and those with disabilities.