

# Gloucestershire Media Group [GMG] Job Description



JOB TITLE:	GMG Manager
SALARY:	£30,000 - £32,000 depending on experience
CONTRACT:	fixed term until 31 December 2010
LINE MANAGER:	GMG Board / Chair
REPORTS:	GMG Project Manager / Co-ordination Staff

## 1. Job Purpose and Background

Creative Challenge – the GMG is looking for a full-time Manager (flexible working possible) with vision and the ability to successfully manage, develop and represent the organisation. The GMG is one of the biggest and most successful Media networks in the country and is well-respected by its funders as well as industry. The post holder should be well connected and have the ability to spot trends and actively influence the future direction of the organisation

Reporting directly to the Board of Directors and Chairman of the GMG, the post holder will have overall responsibility for the day to day management of the GMG, as well as the successful implementation of any key projects, identified by or recommended to and agreed by the GMG Board, as part of its wider strategic development.

The role will require broad and regular engagement within the creative industry to ensure the GMG is represented at appropriate levels. As a key ambassador of the GMG - increasing awareness of the group and identifying opportunities for future funding routes - the post holder will need to understand the industry climate and translate this to practical and creative applications to ensure both sustainability and effectiveness of the GMG for its members.

As well as establishing new and appropriate ground for the GMG this role will oversee the management of the Evolve, Quays Creative and other projects managed by the GMG. Whilst Evolve has a dedicated resource for their day to day delivery the GMG Manager will need to ensure smooth operation as well as direct management of the Quays Creative initiative and other minor projects.

The post holder will be responsible to seek out appropriate funding opportunities and perform necessary fundraising activities to secure these funds and contribute to the sustainability of the organisation. Additional financial duties will include overseeing and managing the GMG accounts.

The Gloucestershire Media Group was formed in late 2004 in collaboration between South West of England Regional Development Agency, South West Screen and Cheltenham Film Studios to spearhead the development of the television, film and new media industries in Gloucestershire. Now an autonomous entity, GMG is a membership organisation delivering a range of services which encompass networking, information dissemination, advocacy, training and development, infrastructure support and access to finance.

## 2. Duties / Outputs

- a) Oversee and manage the day to day operation of the GMG, together with its associated projects, and report progress to the Board of Directors bi-monthly.
- b) Derive, establish and maintain close relationships with funding bodies, key stakeholders and partners and identify new opportunities of engagement, formulating ideas and recommendations to the Board – implementing those agreed in form of funding bids.

c) Monitor performance and progress against contractual agreements, and implement reporting system for stakeholders and GMG internal management. Analyse performance data to ensure project is running effectively and also to improve quality.

d) Line management for 2 full time staff (Project Manager and Administrator). Including where necessary, recruitment, appraisals and annual salary reviews.

e) Responsibility for GMG finance. To include the yearly preparation of budgets and cashflow forecasts to be reviewed and approved by the board as well as bi-monthly financial reports for board meetings.

f) Sourcing and implementing new management systems and policies as and when needed

### **3. Personal Experience / Professional Competencies**

#### **ESSENTIAL SKILLS**

a) Understanding the modern creative industry at regional, national and international levels.

b) Understanding the training and development culture within the creative sector, including qualification frameworks

c) Proven project management experience and appropriate qualifications

d) High level of literacy and ability to convey information within established reporting structures

e) Strong presentation and analytical skills

f) Computer literate including advanced skills in Microsoft Excel and web-based systems

g) Staff management skills

h) Negotiation including contract development and new business development

i) Self motivated and driven with the ability to operate under own initiative

j) Financial awareness and accounting procedures

k) Strong interpersonal skills to establish and maintain relationship with key stakeholders

l) Flexibility in working hours where required and events dictate

#### **DESIRABLE SKILLS**

a) Practical experience in the media industry

b) Degree level education

c) Experience of copywriting and brief writing for creative suppliers

d) Experience of writing funding applications for large scale public sector contracts

e) Event management and production skills – design and implementation

f) Experience of delivering publicly funded schemes and awareness of public sector environment