

ACCESS & ENGAGEMENT COORDIANTOR

ROLE DESCRIPTION



Take One Action are seeking an enthusiastic, approachable coordinator to work with our Festival team to support our commitment to best practice in inclusion and accessibility - especially D/deaf and disability access measures.

ROLE

In this new, multi-faceted role, you will be the key advocate for all access requirements across our Festival activities, offering support, guidance, knowledge and experience. You will ensure best practice in access measures for low-income, LGBTQI+, D/deaf and disabled audiences; ensure the Festival's promotional content is accessible and effectively communicated to relevant groups; act as access contact for audiences, and monitor the success of these measures against our Equality, Diversity and Inclusion strategy.

Job title: Access & Engagement Coordinator

Reporting to: Executive Director

Based at: Out of the Blue Drill Hall, 32-36 Dalmeny Street, Edinburgh EH6 8RG
(The role can be fulfilled remotely, though regular skype or face-to-face meetings will be required at regular intervals. Please note that the organisation's office is not currently fully accessible.)

Work pattern: Freelance role; 125 hours in total, 1st July to 3rd October (incl. reporting)

Fee: £1,875 (equivalent to 125 hours at £15 per hour)

CONTEXT

Take One Action Film Festivals (TOA) value equality, diversity and inclusion (EDI) and our role in creating a vibrant cultural landscape in Scotland. We are committed to offering genuinely inclusive programming and delivery by recognising, reducing and, where possible, removing barriers to access for all those who participate in our events. We are particularly keen for our events to be genuinely accessible to Scotland's low-income, D/deaf and disabled audiences and have committed to introducing new access measures to ensure our approach is cohesive and meaningful.

RESPONSIBILITIES

Your responsibilities will be varied and will include but not be limited to:

- Work with the Festival team to ensure effective access measures are developed and oversee their implementation across all our programming and delivery.
- Work with the Festival team (esp. Online Communications & Marketing Officer and marketing volunteers) to ensure that access measures are effectively communicated and promoted to audiences in person and online, and that accessible marketing materials and methods are used.
- Proactively liaise with relevant groups and individuals in advance of the Festival to effectively promote access measures (both online - with the collaboration of the Online Communications & Marketing Officer - and, where appropriate, through face-to-face meetings).
- Liaise with all Festival venues to compile up-to-date individual venue access information and ensure it is effectively communicated to Festival team and audiences.
- Brief Festival staff and volunteers on how to interact with and welcome D/deaf and disabled audiences and maximise use of access measures during the Festival.
- Report on progress at weekly Festival team meetings and feed into the overall planning process for the Festival.
- Manage the Festival's Community Ticket Fund (incl. travel bursaries and childcare support): answer queries; monitor take-up against the Festival's EDI policy; allocate funds; confirm ticketing arrangements; ensure recipients are supported to attend chosen events.
- Compile an end-of-festival report on the success of the access measures implemented; attend a post-Festival debrief session to provide constructive feedback and suggestions for improvement for TOA's EDI policy.
- Deliver all work in a manner that reflects Take One Action's values and principles.

KEY SKILLS AND EXPERIENCE

ESSENTIAL

- Active knowledge of current best practice around access provision (ideally developed through lived experience);
- A commitment to championing diversity and a proven ability to work with people from a wide variety of backgrounds;
- Ability to work collaboratively and effectively as part of a team;
- Ability to implement an action plan;
- Strong communication, negotiation and interpersonal skills;
- Excellent time management, administrative and organisational skills;
- Good general computing skills (incl. Word & Excel / Google suite);
- Ability to act as an ambassador for the organisation.

DESIRABLE

- Previous access coordination or events experience in social work, campaigning or in the arts / festival sectors;
- A passion for film and audience engagement, and a commitment to social change;
- Experience of managing financial resources;
- Experience of evaluating activity, monitoring frameworks and report writing.

ELIGIBILITY

Take One Action are committed to equality of opportunity for all staff, volunteers and freelancers. Applications are encouraged from all candidates, regardless of age, caring responsibilities, disability, gender, gender identity, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation. As an inclusive employer, we value difference and recruit by merit based on fair and open competition. We welcome candidates from different backgrounds and from sectors not related to the arts. We are committed to supporting applications from D/deaf and disabled people and will work to support any access requirements. If you require any access support if selected for interview, please inform us.

While this post offers opportunities for skills development, please ensure you bring the desired level of experience and understanding to the role, as described above.

Though the role may be fulfilled remotely, local knowledge and contacts are essential and your physical presence at key events during the festival is essential (please note that Take One Action will not be able to cover accommodation or subsistence costs).

You will be asked to evidence your eligibility to work in the UK.

APPLICATION PROCEDURE

Please provide a **CV** and a **cover letter**, summarising your interest in the role and outlining how your qualities, skills and experience meet the requirements - either directly or with transferable skills from other sectors - and demonstrate in your responses your knowledge and experience in relation to each of the points.

Please email your CV and cover letter to recruitment@takeoneaction.org.uk.

References will be requested.

Deadline for applications: 12pm on Tuesday 4 June
Interviews (in person or remotely): **Monday, 17 June**

FESTIVAL OVERVIEW

“Take One Action’s focus on empowering people to engage with issues of global concern through great cinema is unique in the UK. This work is really, really important.” Ken Loach and Paul Laverty, Patrons

“Want to change the world but not sure where to start? These guys will rouse you into action.” The Guardian

Take One Action nurture communal exploration of the stories, ideas and questions at the heart of positive social change. Through film screenings, conversation and enquiry, TOA brings people together to foster a fairer, more sustainable and more fulfilling world, starting from Scotland – and rippling out beyond its borders.

Established in 2008, TOA deliver the UK’s leading global change film festival alongside year-round impact and empowerment-focused screenings, training and networking opportunities. Since our creation, our inclusive, participatory activities have engaged over 60,000 people, bringing together local communities, filmmakers, campaigners, politicians, businesses and academics to explore and celebrate the people and the films that are changing the world.

For a brief overview of our organisation, see www.takeoneaction.org.uk/about
To familiarise yourself with our values www.takeoneaction.org.uk/our-values