



# Media Trust Films Project Co-ordinator

## Recruitment Pack



[www.mediatrust.org](http://www.mediatrust.org)  
Registered charity: 1042733





# About Media Trust

At Media Trust, we believe when everyone has an equal voice, we'll get to a more equal society.

That's why we connect media organisations with charities and under-represented talent to empower the third sector and advance media representation.

We design and deliver innovative and impactful training for charities so they can communicate more effectively to support their communities and drive social change. We also match charities with media industry volunteers for hands-on support. At the same time, we provide under-represented talent with the skills, access and mentoring to progress their careers in the media and creative sectors.

For more detailed information about Media Trust's work, please see our [2023 Impact Report](#).



# About Media Trust Films

Media Trust Films bridges the gap between charities and filmmakers, creating powerful films that amplify the impact of grassroots organisations by leveraging the expertise of our talented directors, many with lived experience of the causes they're supporting.

We carefully match charities with experienced volunteer filmmakers who produce and direct short films about their designated charity's work and impact. Media Trust oversees the production, guiding and supporting the charities and filmmakers as needed.

We also provide training for charities on the filmmaking process and distribution strategies for their finished film, as well as training for filmmakers on intersectional story-telling and working with people with lived experience.

Many of our films have been recognised for their creativity and high production values at the Creative Circle Awards, Smiley Charity Film Awards, Big Syn Sustainability Film Awards and Third Sector Awards.

This year, Media Trust Films made over 40 short films for charities supported by City Bridge Foundation, Crucible Foundation, John Lyons Charity, The Mercers' Company and Santander Foundation.

For charities that are not supported by one of the funders that we work with, we also make Commissioned Films.

Examples of previous films can be found [here](#).

# Our Values

Our vision and mission are at the heart of all we do. We work to achieve these by:

- Being innovative and creative
- Putting our stakeholders first
- Being entrepreneurial
- Working with energy, passion, and dynamism
- Embracing equality, diversity & inclusion
- Supporting our people to be their authentic and best selves

## Some of our Key Media Industry Partners





# Our Impact

In 2023:

**2,728**

charities received support from Media Trust

**10,524**

volunteer hours mobilised

**8,317**

people attended Media Trust's events

**1,389**

volunteers supported charities through Media Trust

**568**

young people supported through work & skills training

For more information, please see our:

- [2023 Impact Report](#)
- [2024 Accounts and Annual Report](#)

# The Role

## Project Coordinator for Media Trust Films

**Reports to:** Head of Media Trust Films

**Salary:** £25,000-29,000 (depending on experience)

**Hours:** Monday - Friday (35 hours pw), part-time options considered for the right candidate

**Contract:** 12 months, starting as soon as possible

**Location:** Remote-based with semi-regular travel to Central London for events and meetings (once or twice a month)

We're looking to recruit a Project Coordinator to join our award-winning Media Trust Films' team. You will work closely with the Head of Media Trust Films and our team of Executive Producers and provide them with vital logistical and administrative support.

This is a fantastic opportunity for someone who is passionate about supporting charities to drive social change, who loves storytelling through film, revels in being part of a busy team and takes pride in being well-organised and detail-oriented.



## Key responsibilities:

- Support the setting up of each film scheme by helping with charity research, processing charity and director enquiries and applications, helping with charity and director outreach, and supporting the team with diary and meeting management.
- Provide vital logistical and administrative support for the team.
- Create and maintain production schedules using our project management systems.
- Ensure all programme and participant data is up to date and logged in our CRM system.
- Support the monitoring and evaluation of programmes through online feedback surveys, data collation and analysis, and writing impact reports.
- Support with financial administration including processing invoices and budget tracking.
- Collect and file release forms, video files and production paperwork.
- Support the marketing and promotion of the films.
- Facilitate electronic deliveries of materials to the charities.
- Ship equipment or data drives to directors and charities.
- Help the team provide solutions to accessibility issues and any barriers for participants.
- Assist with any other duties as may be required on an ad hoc basis.



## **Key skills and experience**

### **Essential**

- Effective project management (planning, organisational and administration) skills with the ability to prioritise and manage deadlines and work across multiple workstreams.
- Great at problem solving and multitasking, and managing your own time.
- Experience in data management and maintaining databases and spreadsheets.
- Keen attention to detail.
- Commitment to equal opportunities and the values of Media Trust.

### **Desirable**

- Knowledge and experience of using Microsoft 365, Eventbrite, Survey Monkey and Salesforce.
- A basic knowledge of filmmaking: understanding the process and needs of filmmakers.

**The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.**

# How to Apply

We are using Anonymous Recruitment to reduce bias and therefore ask that you please apply through [Charity Jobs](#).

Please include a CV and covering letter (max 2 pages) headed “Media Trust Films Project Coordinator”, describing how your skills and experience match our requirements.

- **Closing date: 5pm on Wednesday 8 January 2025**
- **Interviews: w/c Monday 12 January and Monday 19 January 2025**

We aim to represent the communities we support. We encourage applications from people of colour, those who identify as LGBTQIA, working class as well as Disabled people and those living with mental health conditions.

We are happy to make reasonable adjustments for applicants who need additional support at any stage of the recruitment process – please just get in touch to discuss.



# Working at Media Trust

Media Trust is an ambitious charity, full of passionate people. We are a small and dynamic team that works collaboratively and supports each other to achieve our vision of a more representative media and equal society where everyone has a voice.

We are looking for motivated, agile, and value-driven people to join our team. In return, we offer:

- Remote working with a monthly co-working allowance
- 30 days annual leave (plus bank holidays)
- Flexible First employer
- Opportunity to work flexible hours
- Pension contributions
- 2 volunteer days each year
- Opportunity to attend up to two Media Trust Comms Courses each year at no cost to you

## Flexible Working at Media Trust

Media Trust values and respects all differences in people (seen and unseen). One of the ways we do this is by actively encouraging staff to work in ways that best suit their needs and our flexible working policy outlines many of the options available, such as part-time and term-time working, job sharing, home working and working compressed hours.

Please talk to us at the interview about the flexibility and equipment or other support you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.