



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: StoryFutures Festival 22 Inclusion and Talent Manager **Department: Media Arts**

	Essential	Desirable	Tested by Application Form/Interview/Test
Qualifications and Training			
Educated to degree level in a relevant field or evidence of equivalent professional experience	E		Application Form
Experience of working in creative industries in roles that involve inclusion, diversity planning, delivery and strategy, including, stakeholder management and reporting.	E		Application Form
Experience of working in large scale community engagement or participatory culture projects involving digital media		D	Application Form
Experience			
Experience of diversity and inclusion strategy implementation and monitoring in creative industries context	E		Application Form/Presentation/Interview
Experience of co-ordinating diverse teams and delivering to budget and schedule	E		Application Form/Presentation/Interview/Test
Experience of Line Management		D	Interview
Skills and Abilities			
Experience of supporting diverse creative talent in the delivery of media projects		D	Interview
Skilled in ensuring diversity and inclusion needs and standards are communicated effectively to participants, stakeholders and in marketing/comms	E		Application Form/Interview
Skilled in collaborative working tools to work across different organisations e.g. Slack, google docs,	E		Application Form/Interview
Skilled in stakeholder engagement management, including client relationship management processes and systems (e.g. Sales Force, Zoho, Apptivo or large complex databases/spreadsheets)	E		Application Form
Personal and Interpersonal Qualities			
Ability to co-ordinate and build relationships between universities and creative industries or across different creative industries.	E		Interview/Presentation

Excellent interpersonal skills, including team-working, presentation, networking, and ability to understand client needs effectively and efficiently.	E		Interview
Outstanding ability to work pro-actively, including both deputising and delegating	E		Interview/Presentation
Capacity for Career Development			
A commitment to continuous personal development.	E		Interview
Circumstances (e.g. unsocial hours, etc)			
Requirement to work flexibly, including some weekends and evenings as part of Festival delivery in 2022	E		Interview
Ability to start 1 st September 2021 or asap thereafter	E		Interview
Requirement for national and international travel	E		Interview