

JOB DESCRIPTION

Job Title	DEVELOPMENT OFFICER	Grade	C2	Weekly Hours	37
Objective	<p>The role of Development Officer includes the following objectives:</p> <ul style="list-style-type: none"> • Developing the Gaelic Media Sector in accordance with the MG ALBA Sector Development Strategy • Managing Communication with the Gaelic Media Sector and engaging with stakeholders on development aspects • Managing the Gaelic media sector training in accordance with the MG ALBA sector training strategy • Project managing the FilmG project along with other related talent and digital media related projects as required 				
Accountable to	Director of Strategy and Partnerships				
Responsible for	The implementation of Gaelic Media Sector Development Strategy and Training Strategy, including management of in-house know how on co-productions and other priority development areas. Project management of FilmG and management of sector training.				
Working relationships	Internal working relationships with the Director of Strategy and Partnerships and liaison with other team members e.g. Digital Media Officer and Marketing Manager. Externally developing and maintaining close working relationships with all suppliers and stakeholder agencies.				
Key result areas	<ul style="list-style-type: none"> • Development Strategy implementation • Increased co-productions • Talent vehicles e.g. Film G • Training vehicles e.g. SMO Buidheann Stiùiridh • Training Strategy implementation • Communications with the supply sector including but not limited to extranet 				
Key tasks	<ul style="list-style-type: none"> • Contribute to formulation and implementation of MG ALBA development strategy, both commercial development and training. • Manage and build industry commercial know-how for MG ALBA – e.g. co-production know how, through Knowledge Exchange secondments/placements, training. • Manage and build know-how on sectoral funding sources such as Creative Europe. • Manage Training Strategy implementation, including set up and management of Sector-wide attachment system. • Liaise with Digital Media Officer and other internal and external colleagues on the population and running of sectoral extranet. • Project manage FilmG and other industry events 				
Core skills Experience of working in the media / creative industries sector	<p>The post holder should possess the following skill sets and competencies:</p> <p><i>Essential</i></p> <p>Media / management qualification to degree level or relevant equivalent creative industry sector experience.</p> <p>Media/broadcast knowledge and experience at management level.</p> <p>Strong understanding of the Gaelic media sector and the ability to develop and manage strong working relationships both internally and externally.</p>				

	<p>Self-starter and the ability to prioritise workload, capability of working under pressure and possess resilience with a calm approach.</p> <p>Excellent interpersonal and communication skills (verbal and written).</p> <p>Excellent organisational and planning skills.</p> <p>Ability to use own initiative and work unsupervised.</p> <p>Ability to problem solve as required and anticipate issues in advance, providing solutions, recommendations and escalation as appropriate.</p> <p>Excellent presentation skills.</p> <p>Strong IT skills and competency in the use of full suite of MS Office applications.</p> <p>Fluent Scottish Gaelic speaker.</p> <p>Availability to work flexibly and travel regularly to industry events.</p> <p><u>Desired</u></p> <p>Proven track record of project management working within time and budgetary targets</p> <p>Experience in collaboration on projects and strong influencing skills and abilities</p>
Time horizon	Permanent