

ILBF OFFICER

JOB DESCRIPTION

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| Post | Irish Language Broadcast Fund Officer |
| Ref | 13 |
| Date of JD | 20 March 2018 |
| Salary Scale | Staff Officer £29,317 - £31,446 |
| Department | ILBF |
| Reports to | Head of Irish Language Broadcast Fund |
| Location | Based in Alfred Street office |
| Total hours of work | 37.5 hrs per week. |
| Work pattern | Monday to Friday between 8am to 6pm. Hours may vary to suit the requirements of the post from time to time. |

JOB PURPOSE

Reporting to the Head of the Irish Language Broadcast Fund (ILBF) the post holder will assist in delivering the strategy for the Fund through the provision of all administrative services relating to the fund and the management of all ILBF training programmes.

MAIN DUTIES AND RESPONSIBILITIES

1. Assist the Head of the ILBF in delivering the funded productions in line with agreed operating procedure and guidelines, including:
 - Act as a point of contact for potential applicants to the ILBF by understanding and following the funding application process relevant to their potential requirements
 - Manage the administration of the ILBF cashflow by ensuring information is accurate and up to date.
 - Ensure all pro-formas for funding application, monitoring & vouching information is up-to-date and available to applicants as required

- Create & maintain manual and electronic filing systems for all ILBF funded productions
 - Ensure contractual information from sector is correct and send to legal representatives in a timely fashion
 - Assist in vouching and reporting of ILBF funded productions
 - Gather and file all deliverables
 - Prepare documentation for ILBF Investment Committee
 - Minute ILBF investment committee meetings
 - Compile audience figures relating to ILBF funding productions.
2. Assist the Head of the ILBF in delivering a training & skills development strategy for the Irish language production sector, including:
- Assist in the recruitment of ILBF trainees
 - Supervise the work of the ILBF trainees & monitor progress
 - Communicate regularly with trainees and production companies with which they are based to ensure maximum benefit is gained from training scheme
 - Research appropriate training courses/skills development for trainees and for production sector
 - Assist in designing appropriate short term training schemes for trainees and production sector
 - Have good working knowledge of & maintain effective working relationships with relevant stakeholders including broadcasters, the independent production sector and the freelance production sector, who are working or who aspire to work in the Irish language
 - Assist in ensuring maximum use of Irish speaking production staff on ILBF funded productions
 - Create and maintain electronic and manual files relating to all aspects of ILBF training.
3. Assist the Head of the ILBF in marketing and publicity of ILBF funded productions, including:
- Collect press information from production companies on funded productions
 - Provide translation of English press releases and information when required
 - Assist in any ILBF marketing strategies for ILBF funded productions.
4. Other ILBF duties including:
- Assist in procurement relating to ILBF
 - Assist in monitoring of ILBF cashflow
 - Deputise for the Head of the ILBF when required.
5. Undertake any other duties and responsibilities which may be assigned.