RECRUITMENT PACK

BFI Academy Alumni Co-Ordinator Apprenticeship
November 2026





HOME

WELCOME

Thank you for your interest in the role of BFI Academy Alumni Co-Ordinator Apprenticeship at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favourites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible. Our patrons include director Danny Boyle, actress Suranne Jones, playwright and poet Jackie Kay CBE, and artist Rosa Barba.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m^2 contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact **recruitment@homemcr.org**





Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect the diverse communities of Greater Manchester, and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, Deaf, disabled applicants, individuals from lower socio-economic backgrounds, and people from the LQBTQIA+ community.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.







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THE ROLE

Job context

This is a brand-new fixed term role within the Creative Engagement team, which includes a fully funded Level 4 Employability Practitioner apprenticeship. The role supports the development of the BFI Film Academy Hub Alumni Programme, working alongside the BFI Film Academy Hub Lead (HOME's Creative Engagement Film Practitioner).

Job summary

The BFI Academy Alumni Coordinator will engage BFI Film Academy participants and alumni directly to create an alumni network. They will offer mentorship and coordinate opportunities including networking events, workshops and shadow placements within the screen industry. The focus is on sustaining engagement with previous beneficiaries, so that their learning and support does not end when they complete the academy.
This is a cross-functional role, working closely with the BFI Film Academy Hub Lead, with teams across HOME and with external screen industry partners, to build the Northwest BFI Film Academy Hub Alumni Network. There is regular travel across the Northwest to support partners at FACT in Liverpool, Signal in Barrow, Touchstones in Rochdale and Aunty Social in Blackpool.
The Alumni Coordinator will be a clear point of contact for young people aged 16 to 25 and will foster a network of screen industry professionals across the Northwest who can inspire young people and support their next steps.

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KEY INFORMATION

Salary	£22,380.80 per annum
Contract	Fixed Term to 31 March 2029 (4 days p/w)
Hours of work	32 hours, including 1 hour paid lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN Delivery also in schools and communities.
Holidays	25 days per annum plus statutory holidays (pro rata)
Pension	GMAC offers a pension with a 3% company contribution, available to those who are eligible
Other benefits	Employee Assistance Programme (EAP) Two complimentary cinema tickets One complimentary ticket for theatre performance, subject to availability Birthday day off Internal Mental Health First Aider team Full details on how to access all benefits provided on joining
Probationary period	3 months
Notice period	1 month during probationary period, 1 month thereafter

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JOB DESCRIPTION

Purpose

The BFI Academy Alumni Coordinator role is a fixed term position which includes a fully funded apprenticeship qualification. This is an exciting opportunity to support the development of the BFI Film Academy Hub Northwest Alumni Programme. Working alongside the BFI Film Academy Hub Lead (HOME's Creative Engagement Film Practitioner) they will be responsible for engaging BFI Film Academy participants and alumni directly to create an alumni network, offer mentorship and coordinate opportunities including networking events, workshops and shadow placements within the screen industry. The Alumni Coordinator will strive to sustain engagement with previous BFI Film Academy beneficiaries, to ensure their learning and support does not end when they complete the academy. They will provide young people with a clear point of contact and foster a network of screen industry professionals across the Northwest who can inspire young people and support their next steps.

Through this apprenticeship, the postholder will build skills in careers guidance, project management, administration, budgeting, event production and programme delivery within a professional arts environment. They will also receive training in safeguarding and health and safety and work alongside the wider Creative Engagement team at HOME.

BFI Film Academy Northwest is delivered by HOME supported by the UK Government and National Lottery Funding.

Team: **Creative Engagement**
Reports to: **Head of Creative Engagement**
Responsible for: **N/A**

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Main duties

- Manage a local database of past BFI Film Academy participants (alumni) and develop a plan for re-engaging the alumni from across the Northwest, to create the Northwest BFI Academy Hub Alumni Network.
- Coordinate the BFI Film Academy Hub – Alumni Programme
    - Coordinate online and in-person workshops/training that build young people's knowledge and skills and offer screen sector careers advise.
    - Coordinate mixers and networking events. Working cross-departmentally at HOME and with external screen industry partners to connect BFI Academy Alumni and industry professionals.
    - Identify shadowing opportunities for young people in film productions across the region. Coordinate placements and ensure that host production companies meet safeguarding and health & safety standards for the young people.
    - Provide bespoke guidance/ mentorship and pastoral support to BFI Film Academy alumni aged 16 to 25 to support them to navigate early career pathways into the screen industries.
- Support the BFI Film Academy Hub Lead to promote and deliver a year-round programme of activity for young people aged 16 to 25. Developing skills and knowledge in 'below-the line*' roles (e.g. camera, sound, lighting, editing, art department), responding to the screen sector across the Northwest.
- Support the BFI Film Academy Hub Lead to deliver the BFI Film Academy introductory courses across the region that give young people aged 16-19 an overview of the film industry including production roles, exhibition and distribution.
- Support engagement and progression opportunities for young people through careers talks and taster sessions, targeting more underrepresented communities and young people across the Northwest.
- Proactively strive to develop accessible and inclusive activities and participation for young people. Help to remove practical, financial and cultural barriers that may prevent young people accessing opportunities within the screen industries.
- Ensure that freelancers and industry professionals involved in delivery of core activity are aware and comply with safeguarding and health and safety requirements.
- Implement effective administration processes in order to produce high-quality work. Collect data, report on KPIs and track participant progression, maintaining accurate records to support evaluation and reporting requirements for the BFI.
- Work with HOME's Marketing and Communications team to ensure work is effectively promoted. Regularly writing copy and providing content for social media and updating the website.

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About this Apprenticeship

Qualification - Level 4 Employability Practitioner
Duration: Typically 18 months, plus 3-4 months for End-Point Assessment (EPA), subject to the initial assessment completed at induction.

Who is this programme for?

This programme would suit individuals who are:

- Resilient, emotionally intelligent, and professional
- Interested in careers such as Careers Adviser, Employment Coach, or Student Support Worker

Programme Overview

The role focuses on supporting individuals who are furthest from the labour market, helping them overcome barriers to secure and sustain employment. Practitioners may specialise in working with specific groups and addressing complex needs.

Key Learning Areas:

- Holistic assessments and diagnostics
- Action planning and reviews
- Designing and delivering interventions
- Coaching and mentoring
- Managing complex caseloads
- Problem solving and risk/crisis management
- Stakeholder engagement
- Promoting equality, diversity, and inclusion

- HOME requests flexibility for the individual to work evenings and weekends (with advance notice) in line with the delivery of these events (HOME is mindful of any responsibilities outside of work and will aim to provide 2 weeks' notice where possible to allow provisions to be made). If you are required to work evenings/weekends this will be included in your hours and swapped for a scheduled day. There will be regular travel across the Northwest to support our BFI Film Academy partners at FACT in Liverpool, Signal in Barrow, Touchstones in Rochdale and Aunty Social in Blackpool.
- HOME will provide safeguarding training to ensure you are equipped with the information required to work in these environments safely
- HOME will complete a DBS check as part of your enrolment once appointed

Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest employee access
- Take part in working groups & training sessions as required
- Be an advocate and ambassador for HOME
- Uphold and follow values and GMAC policies, particularly those around diversity, environmental sustainability, positive work environment and sexual harassment, access, safeguarding, H&S & GDPR
- Keep up to date with financial, administrative and operational best practice

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- Carry out duties as deemed appropriate by the Head of department
- Work evenings and weekends if required
- Undertake national and international travel if required

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

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PERSON SPECIFICATION

Essential knowledge, experience and skills

Criteria	Essential	Desirable
Knowledge and understanding	• A demonstrated understanding of the range of roles in the screen industries with a particular emphasis on 'below-the-line' roles (e.g. camera, sound, lighting, editing, art department) • A demonstrated understanding of safeguarding and child protection • An understanding of environmental sustainability within the screen sector and a commitment to access and inclusion	• Understanding of the BFI Film Academy and wider BFI initiatives and programmes
Experience	• Experience of planning and organising workshops and events • Experience working with young people, with the ability to motivate young people from diverse backgrounds	• Experience in providing mentoring, coaching for young people • Experience in delivering / participating in film focused engagement programmes
Practical Skills	• Good verbal and written communication skills • Ability to follow instructions, work as a team and support project leaders • A proactive attitude with confidence to take initiative when required • Effective administrative and IT skills (Excel, Outlook, Teams, PowerPoint, SharePoint) with excellent attention to detail. • Reliability, punctuality, and good organisation skills	• Confident with monitoring, evaluation and writing reports

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HOW TO APPLY

The **deadline** to apply is **Monday 7 December 2026 at 9am.**

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to our pre-employment checks which include receiving satisfactory employment references & right to work in the UK.

Prior to submitting your application, please complete this form **Equal Opportunities Form**.

Please apply via this link: BFI Film Academy Alumni Coordinator Apprentice – Find an apprenticeship – GOV.UK

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place in person on **Wednesday 16 December 2026.** Some interview questions will be shared in advance to help prepare. **Conditional offer subject to onboarding checks** will be made by **Friday 18 December 2026.** The **start date** for the position will be **Monday 25 January 2027.** This will allow time for us to collect references, right to work documents and complete a DBS check.

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

Thank you for your interest in this post.

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