

Position - Head of International and Projects

Please send a covering letter and CV to Dawn McCarthy-Simpson: dawn@pact.co.uk by 9th June.

About the job

The Head of International and Projects is a key post at Pact, working with members across the UK to help them develop their export potential, discover global opportunities by addressing any trade barriers such as regulatory or access, and seeking to discover new business opportunities across key territories.

Reporting directly to the CEO, you will continue to deliver and manage existing Pact projects as well as identifying and developing new projects to help our members develop a robust export strategy. You will be responsible for building stakeholder relationships across the UK and overseas and representing Pact on key stakeholder advisory boards.

You will be responsible for developing new resources for the Pact Export Growth Accelerator, attracting buyers to interact with the UK Indies Platform, and will work closely with the Project Manager in Leeds to develop internationally focused events/trade missions and market attendance.

Management and Reporting

Reporting to the CEO

Location and hours

- Hours of work are between 9am to 5.30pm Monday to Friday
- The full-time role can be based in either Pact's London or Leeds office and will involve occasional travel.

Salary £70k

Key areas of responsibility

- To ensure that Pact is focused on the key policy and business objectives of Pact members
- To work with Pact's members and project teams to develop key objectives and implement the plans and manage the budgets required to achieve these.
- To maintain regular contact with all members and to develop appropriate policies that promote their commercial and public policy interests.
- To lead on key existing projects
- To manage a small team in the Leeds office
- To maintain and develop relations with key stakeholders across the UK and others as required
- To develop relationships with overseas governments, FCOs and alike to encourage support for Pact members

- You will represent Pact on key advisory boards - working with Government and the extended creative industries
- To identify and promote new and existing markets to Pact members and maintain effective working relationships
- In conjunction with the Chief Executive, develop and maintain excellent relations with all key political institutions
- To ensure that Pact's Legal and Business Affairs and Policy teams are properly briefed on any issues
- To work with the Head of Communications to ensure that all matters concerning Pact members' interests are effectively communicated to members and stakeholders
- To prepare budgets and management reports
- To participate in operational decisions as part of the Pact management team
- To help promote the Pact Business Accelerator, Production Accelerator and Export Accelerator programmes to all members and development and expand these programmes and resources
- To work closely with the Head of Policy to develop policy in areas of exports and other commercial activities.
- To attend such conferences and fora as required to promote the interests of Pact's members.
- To develop an export strategy to give greater access for Pact members to global markets
- To explore and develop commercial opportunities for the Pact membership
- To develop access strategies which give Pact members more access to global buyers, broadcasters and platforms.

You will have:

- Experience of the Film and TV production sector
- More than 5 years in a management role
- Strong communication skills, to be able to drive collaboration amongst stakeholders
- A good understanding of the global markets
- Good network of contacts within broadcasting and the production industry in both the UK and around the World
- Experience in managing and delivering projects
- A pro-active, self-motivated person who is project and target driven
- Experience of, and confidence in, public speaking
- An understanding of the political landscape relating to opportunities needed to export

This job description is not exhaustive and may be altered by the Chief Executive to include any other duties which may reasonably be required.