

## MediCinema Manager Band 3

**Reports to:** National Cinema Manager  
**Manages:** Deputy Manager (in due course), nurses and volunteers  
**Location:** Alder Hey Children's Hospital, Liverpool  
**Terms:** 35 hours per week (5 days)  
**Salary:** £34,749  
**Benefits:** 27 days annual leave, plus bank holiday equivalent, + 5% employer pension contribution



### [About MediCinema](#)

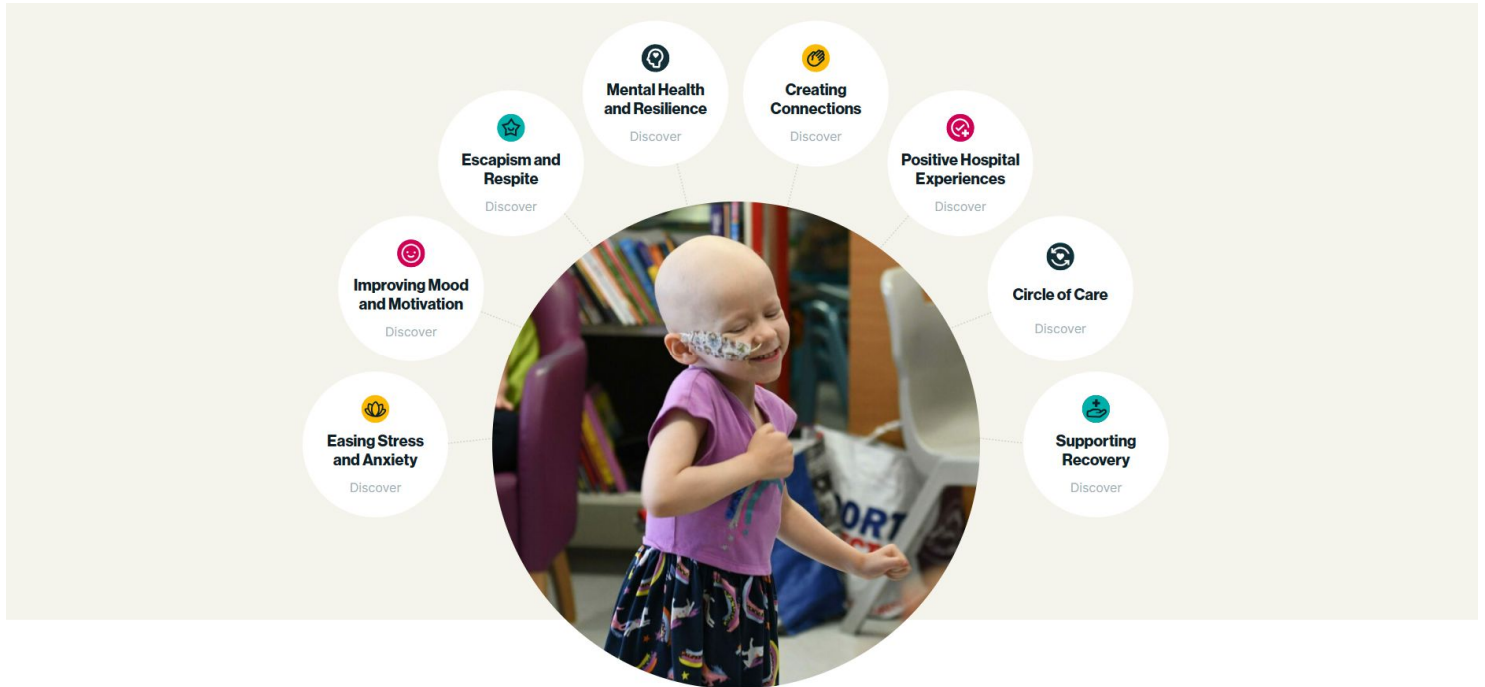
MediCinema is a unique national, UK registered charity that improves the wellbeing and enriches the quality of life of NHS patients, their families and carers through the power of the shared cinema experience and the magic of film. We achieve this by building and running cinemas in hospitals and places of care equipped with space for beds, wheelchairs and medical equipment, and providing free films and activities for patients of all ages. Our services help to improve emotional, mental and physical health, reducing isolation, anxiety and stress, and increasing patient resilience to help them cope with what they're going through.

Our purpose-built in-hospital cinemas are designed to accommodate patients in hospital beds and wheelchairs, on drips or with monitors. Patients are looked after by trained volunteers who accompany them to and from the cinemas, and by two nurses who are present at each inpatient screening. In addition to our regular inpatient screenings, in 2023 we introduced new Tailored Screenings for specific patient communities, working closely with the patients and clinical teams to co-design experiences that meet the specific needs of each group. We also routinely hold personal screenings for patients who are unable to mix with other patients, are receiving palliative care or are in other sensitive situations. Through our long-standing strategic partnership with Disney, we also design and provide activities on wards and in the MediCinemas as part of our 'Moments that Matter' (MTM) programme.

Our cinema-based health programmes make a real impact during challenging times, shown by our regular feedback surveys from attendees.

- **99%** agree MediCinema makes a **positive difference to their hospital experience**
- **93%** agree MediCinema **reduces stress and anxiety**
- **90%** agree MediCinema supports **mental health and helps people cope**
- **88%** agree MediCinema **helps support recovery**
- **55%** agree MediCinema helps to **reduce pain**

MediCinema provides a warm, welcoming and safe place that enables patients to escape the ward and have much needed breathing space - to have quality time together with loved ones, connect with the wider world, and forget their pain. From all our impact evaluation and with over 24 years' experience, we know this equips people with the tools to navigate the stress and difficulties that come with illness, to create positive memories, positive healthcare experiences, and to help build resilience.



### [Alder Hey Children's Charity](#)

We are working in partnership with Alder Hey Children's Charity to bring a brand new MediCinema to Alder Hey Children's Hospital in 2024. The Alder Hey Cinema Manager will be an employee of MediCinema, but the role will be funded by Alder Hey Children's Charity.

Alder Hey Children's Charity raises vital funds to help make Alder Hey Children's Hospital a truly world-class, patient-friendly hospital for the 450,000 patients and families they care for every year. The charity helps to fund a range of activities and projects that are designed to enhance and improve the lives of their amazing young patients. This includes the funding of specialist medical equipment to ensure brilliant surgeons and clinical staff have the most up to date and cutting edge technology available and funding hi-tech distraction equipment designed and proven to reduce pain and anxiety for young patients. They also fund a range of programmes and special projects such as ward musicians, their on-site magician and the play specialists they have on every ward.

### [The Role](#)

We are looking for a Cinema Manager to build and run our brand new service at Alder Hey Children's Hospital.

The post-holder will build their team of nurses and volunteers and will work closely with them, the hospital, and with central office operations team to prepare for and run successful film screenings each week.

We will run four regular inpatient screenings each week – exact times and dates to be agreed with all stakeholders, but will include evenings and weekends. There will also be a programme of additional Tailored and Personal screenings on top of these four regular inpatient screenings.

The role offers a unique, exciting and extremely rewarding opportunity for someone interested in a service delivery role at the heart of our charity, involving direct contact with the patients and families we support.

### Main Tasks and Responsibilities

The role of the Cinema Manager is essential to ensure the effective delivery of our service. Based at Alder Hey Children's Hospital the role is responsible for all operational aspects of the service. This includes ensuring screenings happen on schedule and as planned, recruiting and managing volunteers and nurses, and developing links with hospital staff to ensure the service is widely advertised and utilised.

The position would be part of the larger cinema managers team (all of whom operate remotely at various hospital sites) and report to the National Cinema Manager who is based in our central office in London. This position would suit someone who is self-motivated, wants a varied and interesting role and has an interest in film, healthcare and helping to improve people's wellbeing.

### Service Delivery

- Deliver a programme of screenings each week as agreed according to the operating procedures of a MediCinema, including running and managing screenings on your own. Most screenings are held in the evenings so the role requires regular evening working.
- Be responsible for:
  - Marketing the service throughout the hospital, organising collecting and returning patients, and for safety and care in the cinema itself.
  - Taking responsibility for health and safety of patients coming to the cinema, and the safety and appearance of the cinema space itself.
  - Preparing and operating the digital projection equipment for the screening, ensuring that films are screened to the highest technical standards at all times. Training and ongoing technical support will be provided for this.
  - Ensuring that all operational, welfare and safeguarding policies set out by MediCinema are followed accordingly and that, where appropriate, consent forms are obtained for photographic or filmed records.
  - Ensuring that all aspects of the operation comply with relevant health and safety legislation, and that areas where MediCinema might be in breach of such are dealt with immediately or brought to the attention of the appropriate authorities for rectification.
  - Keeping accurate monitoring and operational records, including contacts and database updating as required
- Collate, analyse and report back on agreed metrics and KPI's
- Support with arranging and running any special events and special screenings
- When required, arrange and run additional personal screenings for patients unable to attend regular screenings, plus special tailored screenings with particular hospital departments and patient groups.
- Manage the local roll out of any new type of screenings we embark on, such as our Applied Screening initiative.
- Support the delivery of our complementary bedside services, such as our Disney 'Moments that Matter' work.

### Nurse & Volunteer Management

- Build, manage and support the team of nurses and volunteers to assist in the duties outlined above and to ensure that screenings run safely and smoothly – this will include managing recruitment and creating monthly rotas.

#### Marketing and Relationship Management

- Be proactive in marketing the service within the hospital, and building key relationships with hospital staff and our partner Alder Hey Children's Charity.
- Develop and manage effective partnerships throughout the hospital and community.
- Represent the organisation effectively and compellingly at all times.
- Support the programming and development of the MediCinema as a centre for entertainment, being pro-active in developing a creative programme of sustainable events at each site. This could include supporter events, live performance and other relevant activities.

#### Administration and other duties

- Provide holiday or emergency screening cover when required.
- Manage the collection, loading and returning of films.
- Champion the work of MediCinema within the hospital and cinema environment, as well as confidently and positively representing MediCinema in all interactions and at any meetings and events.
- Contribute to the strategic development of the MediCinema at Alder Hey, operations and MediCinema as a wider organisation
- Communicate effectively with all team members, ensuring an inclusive and whole organisation approach
- Undertake other tasks, projects and duties as reasonably required.

MediCinema is a small team and staff members are expected to support each other and share cross-organisational work in addition to fulfilling individual responsibilities.

#### The Person

We are looking for a high energy, enthusiastic, self-motivated individual who is passionate about helping people and delivering impactful and effective services. They should be a warm, welcoming and positive person who can demonstrate the following skills and qualities:

- Strong organisational skills with a good attention to detail.
- A proactive, resourceful, problem-solving approach.
- An ability to work both on their own and as part of a team.
- Experience in using IT and an ability to quickly learn and understand new systems and technology. Please note full training on ingesting films and running the projection equipment will be provided so direct projection experience, while beneficial, is not required.
- Excellent communication skills and an ability to caringly and openly relate to and build relationships with a wide variety of people, from children, family members, volunteers and centre staff.
- Flexibility and adaptability, and enjoyment of a working environment where no two days are the same.
- Demonstrate tact and sensitivity when dealing with people with a variety of needs and be aware of issues relating to confidentiality and safeguarding.
- Interest in healthcare, wellbeing and/or film & cinema.
- A sense of humour and congenial demeanour to help patients and families feel at ease and enjoy their MediCinema experience.

Please note the role will require an Enhanced DBS check, which we will arrange.

### How to Apply

If you have a passion for health, wellbeing, film and the arts, and are a driven, highly-organised, compassionate and enthusiastic individual, we would love to hear from you.

Please send your CV and a covering letter telling us what appeals to you about this role and what makes you a strong candidate (no longer than one side of A4) to [jennyageorge32@gmail.com](mailto:jennyageorge32@gmail.com)

Please note applications will be anonymised.

Closing date for applications: **Midday, 8th July 2024**

Interviews: **w/c 15<sup>th</sup> July 2024**

MediCinema are an equal opportunities employer and an accredited Living Wage Foundation employer.