

**MediaTrust**

# Project Manager

- Underrepresented Talent

**Recruitment Pack**

[www.mediatrust.org](http://www.mediatrust.org)  
Registered charity: 1042733



# About Media Trust

**At Media Trust, we believe it's by giving everyone a voice that we'll get to a more equal society.**

That's why we work with young people and talent from underrepresented communities to give them the skills, access and mentoring to break into, and progress their careers in, the media.

At the same time, we provide training to charities and match them with media industry volunteers to strengthen their storytelling, advocacy and campaigning, press engagement and social media.

For more detailed information about Media Trust's work, please see our [2023 Impact Report](#).



# Our Values

Our vision and mission are at the heart of all we do. We work to achieve these by:

- Being innovative and creative
- Putting our stakeholders, beneficiaries, and customers first
- Being entrepreneurial
- Working with energy, passion, and dynamism
- Embracing equality, diversity & inclusion
- Supporting our people to be their authentic and best selves

## Some of our Key Media Industry Partners





# Our Impact

In 2023:

**2,728**

charities received support from Media Trust

**10,524**

volunteer hours mobilised

**8,317**

people attended Media Trust's events

**1,389**

volunteers supported charities through Media Trust

**568**

young people supported through work & skills training

For more information, please see our:

- [2023 Impact Report](#)
- [2023 Accounts and Annual Report](#)

# The Role

## Project Manager (Underrepresented Talent team)

- Reports to:** Senior Programme Manager
- Salary:** £32,000 - £36,000 dependent on experience (pro rata if part-time)
- Hours:** Full-time or part-time options available (F/T: 35 hours per week; P/T: 28 hours minimum – pro rata)
- Contract:** 1-year fixed term contract with potential to extend
- Location:** Remote, but some travel to Central London and potentially other UK locations

We are looking for a dynamic and proactive individual with a track record of effective project management who is passionate about improving media representation and a more diverse and inclusive media sector.

This position sits within our Underrepresented Talent team (previously the Youth Media team). We deliver industry-leading training and mentoring programmes to support underrepresented talent to progress their careers in the media industry, and equip media organisations and professionals with the skills to better support diverse talent and create inclusive workplaces.

Our programmes aim to particularly support talent from Global Ethnic Majority, DDN (d/Deaf, disabled and neurodivergent) and low socio-economic backgrounds (LSEBs).

This role will manage a range of training and mentoring programmes including virtual and in-person activities.

Working with a broad selection of industry partners from across the media and creative industries (including major broadcasters, advertising agencies and tech companies), you will support programme participants to gain the confidence, knowledge, skills and networks to progress their careers in the media, and contribute to developing a more representative media industry.

## **Key responsibilities:**

### *Programme management and delivery*

- Manage all aspects of a range of training and mentoring programmes, ensuring they are high-quality and impactful
- Organise and ensure the effective and efficient delivery of all online and in-person activities (including, but not limited to: inductions, co-produced mentoring circles, training workshops, masterclasses, panels, and graduation showcases), ensuring they are delivered on time, within budget, and achieve planned outcomes
- Provide regular project updates to our funders and partners
- Manage programme budgets including monitoring expenditure, forecasting and ensuring all third-party expenses are paid and/or reimbursed appropriately
- Support the monitoring, evaluation and reporting of the programmes you manage, ensuring impact is evidenced by high quality data, and produce impact reports for key stakeholders
- Work alongside the marketing team to support the production of marketing and communication materials and provide regular programme updates for the Media Trust website and social media channels, including end of programme case studies

- Maintain up-to-date programme data and reporting by inputting relevant data on a timely basis to our CRM system

### *Talent/participant engagement*

- Lead the recruitment of participants including marketing and outreach, selection and onboarding
- Design, deliver and manage engagement and retention strategies, supporting participants to commit to the programme
- Be the first point of contact for all participants, and provide pastoral support throughout the programme, monitoring participants' progress through 1:1 check-ins, providing additional support and access adjustments to those who require it
- Assess participants' accessibility needs, ensuring adjustments are implemented to provide individualised support
- Work with programme participants and industry partners to develop engaging session content tailored to the cohort's needs
- Facilitate increased understanding of industry mentors and volunteers on how best to support underrepresented talent
- Develop alumni engagement strategies and liaise with industry partners about upcoming job and work experience opportunities we can share with alumni

### *Industry engagement*

- Manage relationships with key programme partners, providing regular updates and sharing feedback on their mentors and/or volunteers
- Source qualified industry trainers, workshop leaders, mentors and volunteers

## What we are looking for in you

- A track record of effective project management and delivery
- Experience of working with diverse communities, including adjusting for accessibility needs
- Experience of designing and delivering training, with strong workshop facilitation skills
- Experience of organising and managing events, including online and face to face events, co-ordinating participants and trainers and overseeing logistics
- Experience of developing and implementing programme plans to achieve targets, and reporting against programme objectives
- A passion for a more inclusive media industry and better media representation of diverse communities
- Ideally some lived experience from within the groups we are aiming to engage with
- Strong relationship management skills with both internal and external stakeholders, preferably with experience of working with corporate partners
- Excellent interpersonal skills and enjoys and getting the best out of partners and project participants
- Excellent verbal communication skills and confident public speaker



- Strong written communication skills, with the ability to produce clear and engaging copy and content for our website, guides, blogs or digital resources
- Good attention to detail and highly organised, with the ability to plan, prioritise and manage your own time
- Ability to work under pressure, take initiative, and work independently
- An understanding of financial processes and experience of budget management
- A passion for, and commitment to, the aims and values of Media Trust

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

We understand that no applicant may perfectly align with every point in the job specification. If you are enthusiastic about this role, passionate about the power of media to drive positive social change, and believe you can contribute to our team, we encourage you to apply. We value diverse perspectives and are committed to fostering an inclusive work environment, so don't hesitate to showcase your unique skills and experiences and what you can bring to Media Trust.

# How to Apply

We are using Anonymous Recruitment to reduce bias and therefore ask that you please [apply through Charity Jobs](#).

We are ideally looking for someone who can join us by October. If you are interested, please submit your application by 9am on 10 September 2024. We will review applications on a rolling basis and may conduct interviews with suitable candidates before the closing date. We therefore encourage you to apply early, as we reserve the right to close the application process early if a suitable candidate is found.

We aim to represent the communities we support. We encourage applications from Global Ethnic Majority communities, and those who identify as LGBTQIA+, working class, d/Deaf, Disabled and/or Neurodivergent.

We are happy to make reasonable adjustments for applicants who need additional support at any stage of the recruitment process – please just get in touch to discuss.

**Closing date: 9:00 am on Tuesday 10 September 2024**



# Working at Media Trust

Media Trust is an ambitious charity, full of passionate people. We are a small and dynamic team that works collaboratively and supports each other to achieve our vision of a more representative media and equal society where everyone has a voice.

We are looking for motivated, agile, and value-driven people to join our team. In return we offer:

- Remote working with a monthly co-working allowance
- 30 days annual leave (plus bank holidays)
- Flexible First employer
- Opportunity to work flexible hours
- Pension contributions
- 2 volunteer days each year
- Opportunity to attend up to two Media Trust Open Courses each year at no cost to you

## **Flexible Working at Media Trust**

Media Trust values and respects all differences in people (seen and unseen). One of the ways we do this is by actively encouraging staff to work in ways that best suit their needs and our flexible working policy outlines many of the options available, such as part-time and term-time working, job sharing, home working and working compressed hours.

Please talk to us at the interview about the flexibility and equipment or other support you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.