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| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job vacancy title** | New Business Executive |
| **Company name** | Bute Film Festival Ltd |
| **Company postcode** | LU1 5JB |

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| **Job summary** |
| The role will focus on developing and sourcing existing and new funders for the the whole of Bute Street Festival's programmes and activations. This will include but is not limited to creating and updating marketing deck information, scouting out new potential funders and tailoring pitches to them for all Bute Street's activities or for specific elements. Also, developing existing funders and partners and exploring how we can deepen our collaborations and partnerships. Create marketing decks focused on vendors and make initial contact with agreed list, all done in conjunction with the Director. |

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| **Essential skills, experience and qualifications** |
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| **Hours per week** | **25** |
| **Working pattern** | 25 hours p/w. Monday to Friday |
| **Hourly rate of pay** | NMW |

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| **Employability support** |
| **Training provided by Impactful Governance – CIC (Kickstart Gateway)**  **Month one of appointment:** Work preparation for *this* role  Week 1 – session 1 Work Readiness Welcome to your new role   * Working in different sectors * Organisation types * Achievement   Week 1 – session 2 Structures of organisations Expectations of the role   * What employers need. * Structures and reporting * Leadership models * Research on how we work * Team work and individual roles   Week 2 – session 3 Applying yourself The wider community and your role in it   * Emotional rewards or work * Team roles * Empathy in the workplace * Interview skills * Behaviours   Week 2 – session 4 Communications Communication & Action Planning   * Conversation cycle * Learning styles * Voicing concerns the right way * Inclusive practices * Active listening * Action Plan   **Month five of appointment:** Preparation for the *next* job (Job readiness)  Session 5 & Session 6 Mentoring & Coaching   * Support will be offered (for example helping with writing their CV and preparing for an interview). All of all modules as outlined in the Training Agreement. Each session will be for at least one hour. Sessions are held remotely over Zoom. The participant will provide feedback during their placement and after training, and this will be acted on if needed. As part of a signed agreement, employers will allow the employee to participate in the training and where sessions are in the evening or weekend, allow Time Off in Leu (TOIL). Each employee is scheduled into training programmes, informing the employer and the employee about the time and date and begins once started in the role. |

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| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| REMOTE | 1 | 13/09/21 | 50 | yes |  |  | **31/10/21** | CV by email & interview appointment time to be agreed with employer by phone. |  |