



**Job Description:** Evaluation, Monitoring and Funding Application  
**Coordinator**

**What we do:** We develop and champion North East England as one of the UK's leading film and TV production hubs where exceptional screen industry talent can live, create, and work.

**What you'll do:** You'll support the Monitoring Manager to coordinate all operational responsibilities for all monitoring and evaluation requirements for all projects. Ensuring smooth delivery and compliance of conditions.

You'll also support our Operations Director coordinating all aspects of our North East Production Fund processing applications, arranging meetings, and reviewing progress.

**Who you'll report to:** Monitoring Manager

**Who you'll manage:** No direct reports.

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**Key Tasks, could include:**

- Being the first point of contact for your team and the Production Fund, identifying appropriate next steps.
- Tracking your teams correspondence and maintaining accurate records.
- Coordinating the team's meetings and diaries, maintaining accurate minutes.
- Responsible for collecting, collating, and recording all data connected with all projects and initiatives.
- Ensuring we adhere to GDPR protocols.
- Support our internal teams to establish client and project eligibility.
- Working with teams, supporting them to ensure the accuracy of all client files, client diagnostics and that the ongoing outputs and developments are recorded.



- Maintaining accurate and effective internal systems to record and collect monitoring information by reviewing, amending, and liaising with teams.
- Provide monitoring and evaluation procedures which ensures qualitative and quantitative information.
- Coordinating the monitoring calendar of the organisation ensuring all relevant dates, timescales and responsibilities are clear.
- Working with Marketing and Communications team to supply information for appropriate case studies.
- Providing administrative support for the NEPF, recording applications, organising meetings, providing the panel with information, and ensuring reviews are conducted as appropriate.
- Responsible for collecting and collating all EDI information across the organisation's initiatives and events.

#### **Additional Responsibilities**

- Help to maintain delivery partnerships at a regional, national, and international level.
- Corporate responsibilities including working with line manager to organise work schedule and creating and maintaining professional relationships with other members of staff.
- Demonstrate a personal commitment to North East Screen's Diversity, Equality, and Inclusion responsibilities, which include a positive and proactive approach to equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.
- The post holder must also be available to work outside of office hours when required and support with some out of hours digital support.

#### **Experience and Skills you'll bring to the role.**

- Good organisational skills, with proven ability to proactively solve problems, manage complex tasks.
- Experience of monitoring and evaluation systems and processes.
- Demonstrable accuracy and attention to detail
- Extensive experience in Excel, MS 365, and CRM interrogation.
- Experience of regular reporting of quantitative outputs.
- Experience providing project administration.



- Experience of using digital communication platforms.
- Ability to present ideas in different forms to different audiences.
- An awareness of public sector grants provision and administration.

### **Competencies**

- Ability to manage multiple tasks and prioritize workflow.
- Clear, articulate communication skills both oral and written. Numerically literate.
- Good knowledge of MS Office tools including Excel, Word, and Outlook.
- Accuracy and attention to detail when recording and collating data and information.
- Excellent administrative and organisational skills with a good track record in filing and file management.
- Keenness to strive for best practise.
- Clear, articulate communication skills both oral and written.
- Numerically literate
- A team player who can work on own initiative.
- An ability to build strong working relationships with people at all levels.
- Understanding of equalities, diversity, and inclusion.

### **Qualifications**

- Minimum GCSE grade 4 Maths and English

### **Health & Safety**

- Ensure compliance with organisations Health & Safety policies, procedures, and good practices.
- Promote, develop, and implement organisational activities which support and enhance environmental sustainability.

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Due to the changing nature of our business, this job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.