



# Communications Assistant - British Film Commission

**Reporting to:** Senior Communications and Events Manager, BFC

**Contract:** Fixed Term Contract to 31<sup>st</sup> March 2026, full time

**Salary:** £28,800 pa

## Job Details

We have an exciting opportunity for a Communications professional to work full time on a Fixed Term Contract basis as part of our busy Communications team, helping to deliver a package of communications support and activity for the British Film Commission over the period of the contract.

Working with the Communications team and the other British Film Commission teams (UK and US), the post-holder will support the BFC's communications activity, chiefly our digital and social media activity, basic design support, and events support. They will also provide communications support ahead of the BFC's UK Film & TV Week in LA and Familiarisation Trips. The post-holder will be responsible for delivering engaging social media content to cement and enhance the BFC's social media presence and reach, as well as day to day management of the BFC's website, liaising with the contracted website development team to support BFC's online presence, delivering against the Communications Strategy objectives. The post-holder will also be a key link to communications colleagues in the nations and regions' screen agencies, ensuring BFC digital and social media output provides suitable promotion of all five nations' and regions' strengths and offer over the course of the contract.

The Communications Assistant, British Film Commission will report to the Senior Communications and Events Manager, British Film Commission who in turn reports into the Head of Communications and Public Affairs. The post-holder will also work closely with the Head of PR and Marketing and their Marketing and PR Coordinator and, as well as with the wider British Film Commission teams in the UK and US offices, including the Senior Vice President, US Production and Events.

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## **Key Responsibilities**

### **Communications and engagement:**

- General Communications support to deliver BFC Communications Strategy:
  - Work with the BFC Comms team to deliver the 2025/26 Communications Strategy for the British Film Commission, working with Communications and Operational colleagues to ensure BFC's priorities are reflected in Communications objectives for the year.
  - Deliver a programme of social media communications outputs with counterparts in the UK nations' and regions' screen agencies, building and supporting these key relationships.
  - Support the creation of a new 2025/26 BFC showreel.
  - Ensure BFC contact and distribution lists are updated (e.g. core stakeholder and invite lists, Festive communications distribution lists).
  - Collate and provide periodic reporting for the Communications team to Operational colleagues.

### **Digital:**

- Oversee and maintain the BFC website:
  - General: Maintain existing webpages, making improvements to content and navigation to improve user experience and engagement.
  - Upload new content and generate new pages when required, working with the wider BFC teams to ensure timely and accurate content.
  - Liaise with the website development contractor to ensure website is fully functioning at all times, including troubleshooting ad hoc issues.

### **Social Media:**

- Deliver the BFC's social media strategy for 2025/26:

- This would include cementing and enhancing the BFC's presence on social media channels, building on followers and engagement levels on existing channels, with the possibility of piloting activity on additional channels (as per the Strategy).
- Work with the Comms teams in the Nations and Regions' screen agencies to bring together an engaging, year-round programme of content for social media activity, scheduling posts to provide each nation and region equivalent profile to the BFC's followers across all relevant channels.
- Ensure pro-active social media scheduling across the relevant channels as per the the BFC Social Media Strategy.

### **Events:**

- Provide Events support alongside colleagues in the BFC Communications and Operational teams, including database and guest list creation, management of RSVPs, event set-ups, support on recces where required.
- Support Senior Communications and Events Manager, BFC and wider BFC team in the use of Zskipster events platform.

### **Design:**

- **Undertake design tasks to support the BFC's communications activity:**
    - Using Canva and/or Indesign packages, and working with the Head of Marketing and PR and Communications and Events Manager, prepare communications materials and assets including:
      - Event invitations, brochures (amending existing design template), presentation decks, pop-up marketing assets/banners, promotional postcards, marketing collateral for display and expo stands
      - Digital assets for use on website and social media, including quote cards etc.
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## **Essential Experience and Personal Qualities**

- Previous communications, digital, marketing & design experience essential
- Experience in using Indesign and Canva to create and/or edit designs essential
- Experience of working within a communications and marketing environment, preferably in a film or media related environment
- Strong administrative skills, including Excel and/or other relevant database management
- Ability to communicate, negotiate, network and influence effectively, establishing positive relationships that generate confidence and trust
- Good time management and prioritization skills, and ability to work well with others as part of a team
- Excellent written and oral communication skills
- Strong team player