

Role Description: Interim Head of Commissioning

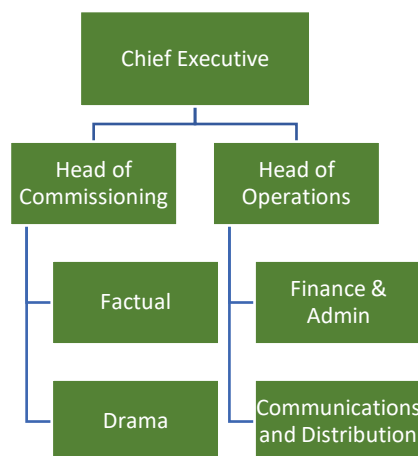
Reports to: Chief Executive
Details: Full-time. Office-based with some home working possible
Salary: According to skills and experience

Background:

The current Chair and Chief Executive are both retiring over the next 12 months and Maggie Swinfen, the current Head of Commissioning, has decided to move on to new opportunities by the end of 2022.

While the recruitment and induction of the new Chair and Chief Executive takes place, the Board wishes to appoint an interim Head of Commissioning. This will give time for the new Board and Chief Executive to review the commissioning function before making any permanent appointment.

The current structure of BSLBT is shown below:



Role Description

- **To be a member of the BSLBT senior management team, with responsibility to work with the CE to manage across the organisation, as well as within this particular area.**
- To have overall responsibility and accountability for the commissioning function, including:
 - leading the line management of the staff team
 - the management of business affairs and legal compliance work relating to television programmes
- To see through the Strategic Plan 2021-2023 for commissioning television programmes
- To continue to move forward with the strategic training and skills development of Deaf programme-makers
- To maintain strategic business relationships with production companies
- To provide input to the Board and Chief Executive on options for the future commissioning strategy
- To be a key ambassador for BSLBT and to represent the Trust at relevant meetings and events
- To maintain an up-to-date knowledge of relevant fields

Person specification

Essential skills, experience and competencies:

- At least 10 years' varied experience of working in television, with particular expertise in two of the following areas:
 - Managing a commissioning process for television programmes
 - Commissioning content for broadcast television
 - Managing different kinds of television productions
- At least five years' management experience, including line management, and the ability to manage performance
- Experience of managing complex relationships with tolerance, resilience and sensitivity
- Experience of managing a team of different skills and levels to achieve objectives
- Experience of setting and managing budgets
- Clear communicator, able to express information and opinions clearly and consistently
- A BSL user or, if not, a commitment to learn
- Objective analysis and clear thinking, with the ability to make sound judgements
- Commitment to and support for the aims, values and work of BSLBT

Desirable:

- Experience of working with Deaf people involved with making television programmes
- An understanding of Deaf language, culture and history