

Cinema Manager, CW+ MediCinema

Full Time 35 hours a week, worked flexibly with regular evenings and weekends required.

Based at Chelsea and Westminster Hospital, London SW10

£27,500 per annum

Benefits include: employer pension contribution of 2%, 27 days holiday, plus bank holidays

About MediCinema

MediCinema is a national charity that improves the wellbeing of patients in clinical settings through the power of cinema. We do this by building and running state-of-the-art cinemas in hospitals and health facilities, so that patients can enjoy the escapism and magic that a trip to the cinema offers - and feel better with film. Our 7 cinemas are accessible to beds and wheelchairs and our nurses and volunteers provide care for our patients who need it, enabling us to support over 17,000 people this year.

About CW+

CW+ is the charity for Chelsea and Westminster Hospital NHS Foundation Trust and its two main hospitals, Chelsea and Westminster Hospital and West Middlesex University Hospital. CW+ partnered with MediCinema to bring the state-of-the-art MediCinema to Chelsea and Westminster Hospital which opened in October 2015.

About the role

The role of Cinema Manager is essential to ensure the effective delivery of our service. Based at Chelsea and Westminster Hospital the role is responsible for all operational aspects of the service. This includes ensuring screenings happen on schedule and as planned, recruiting and managing volunteers and nurses, and developing links with hospital staff to ensure the service is widely advertised and utilised.

The position would be part of the larger cinema managers team (all of whom operate remotely at various cinema sites) and report to the National Operations Manager who is based in our head office in London. This position would suit someone who is self-motivated, wants a varied and interesting role and has an interest in healthcare and/or film and cinema.

Principal Tasks

Service Delivery

- Run and manage a programme of screenings each week (currently 4 screenings growing to 7 screenings by end 2017) as agreed according to the operating procedures of a MediCinema. Most screenings are held in the evenings and at weekend so the role requires regular evening and weekend working.
- Be responsible for marketing the service through the hospital's wards, collecting and returning patients, and for safety and care in the cinema itself.
- Take responsibility for health and safety of patients coming to the cinema, and the safety and appearance of the cinema space itself.
- Prepare and operate the digital projection equipment for the screening, ensuring that films are screened to the highest technical standards at all times. Training and ongoing technical support will be provided for this.

- Ensure that all policies set out by MediCinema are followed accordingly and that, where appropriate, consent forms are obtained for photographic or filmed records.
- Ensure that all aspects of the operation comply with relevant health and safety legislation, and that areas where MediCinema might be in breach of such are dealt with immediately or brought to the attention of the appropriate authorities for rectification.
- Keep accurate monitoring and operational records, including contacts and database updating as required
- Collate, analyse and report back on agreed metrics and KPI's
- Develop and implement strategies to increase the service uptake

Volunteer Management

- Build and manage the team of nurses and volunteers to assist in the duties outlined above and to ensure that screenings run smoothly.
- Working with the relevant hospital counterparts, the manager will ensure that all MediCinema nurses and volunteers have successfully completed MediCinema and the Chelsea and Westminster Hospital's procedures before assisting at screenings.

Marketing and Relationship Management

- Take responsibility for, and be proactive in, marketing the service within the hospital, building key relationships with hospital staff and members of CW+ charity
- Develop and manage effective partnerships throughout the hospital and community
- Speak on behalf of the organisation and represent it at all levels, including presentations to staff bodies, charities, etc
- Manage visits and special screenings for donors and supporters, as agreed and arranged with the National Operations Manager and CEO.
- Representing the organisation effectively and compellingly at all times.
- Support the programming and development of the MediCinema as a centre for entertainment, being pro-active in developing a creative programme of sustainable events at each site. This should include fundraising events, live performance and other relevant activities.

General MediCinema Activities

- Communicate effectively with all team members, ensuring an inclusive and whole organisation approach
- Contribute to the strategic development of the CW+ MediCinema, operations and MediCinema as a wider organisation
- Take on innovation and development projects as agreed with the National Operations Manager
- Undertake other tasks, projects and duties as reasonably required

The Person

We are looking for an energetic, enthusiastic, self-motivated individual who can demonstrate the following skills and qualities:

- Demonstrable organisational ability to manage and run the service's day to day operations.
- Strong influencing skills, and the ability to represent the organisation effectively and build relationships with the wider community, including staff, businesses, service providers, charity and community groups. Need to take positive steps to generate buy-in for the charity and its activities.
- Excellent communication and presentation skills – able to caringly and openly relate to and build relationships with a wide range of people, from patients who may be very unwell, to concerned family members, nursing staff, volunteers and hospital teams.
- A proactive, resourceful, problem-solving approach, demonstrating initiative.
- The ability to prioritise tasks and delegate effectively.
- Flexibility and adaptability, and enjoyment of a working environment where no two days are the same.
- Proven ability to manage, motivate and retain a team of staff and volunteers by example and consistency.
- Demonstrable tact and sensitivity when dealing with people with a variety of needs and/or disabilities and also be aware of issues relating to confidentiality.
- Experienced in using and comfortable with IT / AV equipment with ability to quickly learn and understand new systems and technology.
- Interest in healthcare, wellbeing, and / or film & cinema.
- A sense of humour and congenial demeanour to help patients and their families feel at ease and enjoy their cinema experience

The following experience is desirable, but not essential:

- Experience of developing and running services
- Experience of working within a care or hospital setting, and of managing health and safety and safeguarding
- Operational experience within a cinema environment, including knowledge of cinema projection systems
- Previous work experience in charities, and working with and managing volunteers

Please note: This role does require lifting and moving of heavy equipment and significant levels of mobility to be able to get around the hospital wards and sites. A clear, full enhanced DBS check will be required.

To Apply

To apply please email your CV and a supporting statement (no more than 2 sides of A4) outlining how you meet the job criteria and person specification and why you want to work with us to iain.cassidy@medicinema.org.uk using the subject "Cinema Manager Application" by midday Wednesday 1st February 2017.