



<b>Job Title:</b>	Chief Operating Officer (COO)
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Contract:</b>	Permanent – 5 days per week
<b>Salary:</b>	£85,000 - £90,000 per annum
<b>Location:</b>	Hybrid (with office at 22 Golden Square, London W1F 9AD)

## INTRODUCTION

Are you ready to shape the future of wellbeing in the UK's screen industries. The Film and TV Charity is seeking a visionary Chief Operating Officer to drive strategic growth, lead high-impact initiatives, and champion change across the sector.

## ABOUT THE FILM & TV CHARITY

The film, TV, and cinema sectors are widely admired and crucial to the UK economy, both in terms of our exceptional creative talent and growing economic importance. But a culture of long hours, challenging conditions, and sometimes harmful culture and behaviours can also make it a challenging sector to work in, with the retention of talent an ongoing problem as a result. In 2019, the Charity found that 9 in 10 of those working behind the scenes had experienced poor mental health in what was described as a 'mental health crisis'.

More recently, with a host of factors challenging job security in the sector, the charity has also uncovered a startling lack of financial resilience across the workforce, with financial pressures only contributing to pressure on mental health and wellbeing.

The Film and TV Charity (FTVC) exists to support the 200,000 people who work in TV, film, and cinema. Since the introduction of the Film and TV Support Line in 2018, the Charity has been on an exciting journey of change and has joined Industry partners at the forefront of the movement to make work better for everyone in the industry.

We are pursuing a strategy to improve the wellbeing of everyone working in the Industry – mental, financial, and physical – in order to help build a fairer and happier Industry for all. We are doing this through a combination of the direct support we provide to individuals and what we call our work to 'make change' at a structural level in the industry. We are mainly funded by donations from both corporates and individuals, and successful fundraising is critical to the delivery of our work.

We have committed to ensuring our services are relevant to and engaging with everyone in the industry, at every stage of their career, no matter what their

background. This means applying equity, diversity, and inclusion lens to everything we do.

## **ROLE OVERVIEW**

The Film and TV Charity is seeking a strategic and dynamic Chief Operating Officer (COO) to lead the Charity's operational functions. This newly created, and pivotal role, encompasses income generation (both fundraising and commercial revenue), finance, operations, strategy, HR, and governance. Working closely with the CEO, the COO will also serve as a prominent public representative of the Charity, engaging with external stakeholders and acting as a key liaison to the television, film, and cinema industries.

The COO will play a central role in transforming FTVC's impact, ensuring that all activities are closely aligned with our vision of becoming the leading force for wellbeing in the film and TV industry. This position demands senior-level commercial acumen, exceptional leadership skills, and a collaborative approach to delivering the Charity's strategic objectives. The ideal candidate will bring a strong commercial background from within the TV or film industries (or from a charity with robust commercial operations), and experience of fundraising at scale. Recognised standing within the screen sector would be highly advantageous.

## **MAIN DUTIES & KEY RESPONSIBILITIES:**

### **1. Income Generation & Financial Management:**

The COO will steer the Income Generation team to drive FTVC's income generation efforts, recognising it as the key metric for success. They will shape and deliver a strategy that secures diverse funding from grants and partnerships to donations whilst also identifying new commercial and strategic revenue opportunities. With strong commercial insight, the COO will identify and exploit new and innovative revenue sources, including commercial ventures and strategic partnerships.

The COO will ensure that the Charity is always deploying its financial resources as efficiently and effectively as possible for greatest impact in achieving its Mission.

#### **Fundraising:**

- Oversee all fundraising activities, including grant applications, trust and foundation bids, individual giving, major donor cultivation, and legacy fundraising.
- Provide senior level representation of the Charity in negotiations with major donors and partners.
- Ensure fundraising targets are ambitious, realistic, and aligned with organisational priorities.
- Ensure the charity has a well-diversified fundraising income stream, aiming for year-over-year growth in fundraising and donations.

- Work closely with the CEO to build and deepen relationships with key donors and stakeholders, securing major gifts and long-term partnerships.

#### Commercial Revenue Generation:

- Drive the process of identifying and developing ambitious new opportunities for income generation, including commercial ventures and strategic partnerships.
- Maximise the income from key events such as the Royal Film Performance.
- Evaluate and identify ways to maximise the return from the Charity's IP catalogue.
- Use of building to drive maximum income, including use as event space, and for office lease income.

#### Investment Management:

- Oversee the relationship with Rothschilds', the Charity's Investment Managers to ensure optimal returns and alignment with risk appetite and ethical standards.

#### Finance:

- Lead the finance team and ensure the Charity's financial health through effective budgeting, target setting, forecasting, and reporting.
- Provide timely, strategic financial reports to the CEO, Board and relevant committees.
- Oversee the annual budgeting and audit processes, ensuring compliance and implementation of recommendations. Own the charity's risk management framework, maintaining a comprehensive risk register and ensuring appropriate mitigation strategies are in place.
- Oversee procurement processes to ensure value for money, transparency, and optimal resources use.

## **2. Operations:**

- Lead the charity's day-to-day operations, enabling the efficient, effective and coordinated implementation of FTVC's programmes and services.
- Develop and implement operational strategies that support FTVC's growth, including finance, operations, income generation, and digital initiatives.
- Foster a high-performance culture that prioritises impact, accountability, and continuous improvement.

#### Building Management:

- Supervise management of the charity's property portfolio, including the Golden Square asset, to maximise income and long-term value.
- Ensure office and accommodation management supports a safe, productive, and positive working environment.

#### Event Management:

- Oversee the Head of Income Generation in the planning and delivery of events, ensuring high standards, risk management, and income generation opportunities are realised.

#### Legal & Business Affairs:

- Take oversight of all legal and contract matters, working with relevant external advisors as necessary.

#### IT & Data Management:

- Leadership of the Charity's systems (including data management) and processes (including grant making and project management) to ensure effective, compliant and efficient delivery.
- Oversee management of our IT hardware and software to enable both operational efficiency and cost effectiveness.
- In conjunction with the Charity's external IT support, ensure the integrity, security, and legal compliance.
- Oversee data stewardship including the collection, storage, mining, analysis and use of data in full compliance with all data legislation and regulation to support the Charity's communications activities and in support of the delivery of services and development of future services.

### **3. Strategy & Organisational Oversight**

#### Organisational Strategy:

- Collaborate closely with the CEO and Senior Leadership Team to shape, refine, and execute both the internal organisational strategy and the Charity's broader business strategy, ensuring the organisation's continued leadership and impact within the sector.
- Take full ownership of the strategic planning process, ensuring the Charity's vision, mission, and objectives remain relevant and forward-looking. Lead on the documentation, regular review, and updating of strategic priorities, and oversee the effective communication and embedding of these priorities across the organisation in response to sector developments.

#### Digital Strategy:

- Develop and implement a digital strategy that enhances FTVC's online presence and engagement with stakeholders, including industry professionals, donors, and the general public.
- Ensure that FTVC's digital systems and platforms are optimised for operational efficiency and impact.

#### Governance:

- Deliver reports to the Board and ensure Board is suitably informed to undertake its governance responsibilities.
- Ensure that FTVC operates in compliance with all legal and regulatory requirements, adhering to the highest standards of governance.
- Act as Company Secretary to the Charity

#### Risk & Safeguarding:

- Work closely with the CEO to support risk management, compliance, and long-term strategic planning.
- Own the Charity's risk management policy and process, ensuring that we are clear, transparent, and thorough in our assessment of risks across the organisation; and communicate these effectively to the Board

- Assume overall responsibility for Health & Safety matters and ensure that suitable policies and procedures are in place.

#### **4. Leadership, People & Culture:**

##### Public Representation & External Engagement:

- Act as a visible and proactive representative of the Film and TV Charity, building relationships and raising the profile of the organisation across the screen industries.
- Attend and speak at industry events, conferences, and networking functions to promote FTVC's mission, build partnerships, and engage key stakeholders.
- Strengthen and maintain external relationships with industry bodies, donors, corporate partners, and collaborators, positioning FTVC as a leading and trusted voice within the sector.
- Support the CEO in ambassadorial duties, and deputise where appropriate, ensuring the Charity maintains a strong and influential external presence.

##### Team Leadership:

- Lead, motivate, and develop the teams across the whole organisation, fostering a collaborative, inclusive, and high-performance culture.
- Support and empower division leads and managers in their personal development in order to take ownership of their areas, encouraging innovation and accountability.

##### Staff Wellbeing and Development:

- Oversee the HR Manager in ensuring policies and practices support staff wellbeing, professional development, and a positive organisational culture.

##### Equality, Diversity & Inclusion:

- Champion equality, diversity, and inclusion across the organisation, ensuring that all staff and volunteers feel valued and supported.

#### **COO DIRECT REPORTS:**

- Head of Finance and Operations
- Head of Income Generation
- Human Resources Manager
- Digital Delivery Lead

**PERSON SPECIFICATION:**

*Please refer to this document carefully when completing your application and preparing for your interview.*

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Proven experience in a senior operational leadership role in the TV or film industry (or from a charity with robust commercial operations)	✓	
A track record of driving organisational change		✓
Experience driving change/positive influence within a sector		✓
High profile / personal recognition within the screen industries		✓
Deep network of senior-level TV & Film industry contacts	✓	
Demonstrable deep level experience in commercialisation and developing new income streams	✓	
Demonstrable deep level experience of fundraising at scale		✓
Experience leading multi-disciplinary teams and managing organisational change		✓
<b>Knowledge and Skills</b>		
Advanced financial literacy (budgeting, analysis, investment, procurement)	✓	
Strong experience in financial management, budgeting, forecasting, and income generation	✓	

Criteria	Essential	Desirable
High level of commercial acumen and experience	✓	
Exceptional strategic thinking and problem-solving skills	✓	
Demonstrated ability to spot, develop, and champion talent	✓	
Excellent leadership and organisational skills	✓	
Outstanding communication and interpersonal skills	✓	
Ability to foster a collaborative, inclusive, high-performance culture	✓	
Good understanding of charity governance, compliance, and legal requirements.		✓
<b>Other Requirements</b>		
Willingness and ability to work flexibly (occasional evenings/weekends)	✓	
Eligible to work in the UK	✓	
<b>Qualifications</b>		
Degree in Business Administration, Finance, Nonprofit Management, or relevant field		✓
Relevant professional qualification (e.g ACCA, ICAEW, CIMA etc)		✓

## DIVERSITY STATEMENT

The Charity is committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in the industry and within the third sector and we're committed to doing what we can to correct this. We are particularly keen to receive applications from people of colour; people with disabilities; people who identify as being LGTBQIA; people who have a mental health condition; and people who identify as working class now or in the past.

If you need us to make any adjustments to our recruitment process, we will be happy to support you.

*This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may reasonably be requested.*