

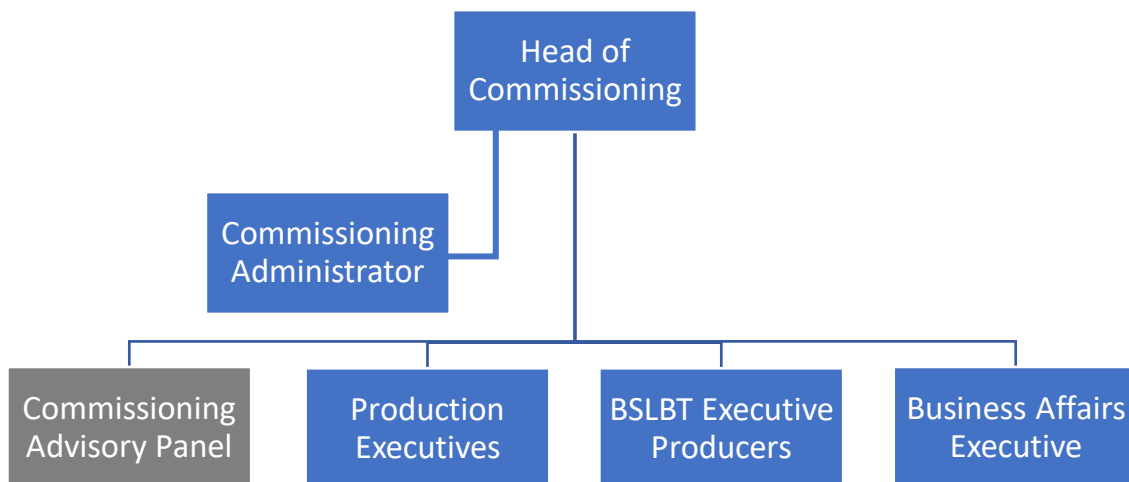
Reaching every BSL user with more of the programmes they love to watch

**ROLE DESCRIPTION: COMMISSIONING ADMINISTRATOR**

**Five days a week, full-time. Salary according to skills and experience**

**Based at our office near Old St, London N1, with some home working**

**The structure for the Commissioning area is shown in the diagram below:**



The Commissioning Administrator reports to the Head of Commissioning.

**Key areas of responsibilities:**

To work with the Head of Commissioning to co-ordinate the television programme commissioning process. This will include the following:

- Supporting the Head of Commissioning with planning, organising and preparing the documentation for commissioning and development processes
- Coordinating submissions from production companies/programme-makers at development and commissioning stages
- Coordinating and administering commissioning process reviews
- Overseeing small projects
- Drafting agendas and reports for external and internal meetings
- Ensuring that written records are made and filed for internal and external commissioning meetings

To support the work of the Production Executives. This will include the following:

- Setting up meetings with production companies and other external parties
- Maintaining, updating and issuing BSLBT production paperwork and guidelines
- Ensuring that contractual paperwork is received, checked and filed; eg: call sheets, insurance, risk assessments
- Renewing annual licences with suppliers and initial research to find new suppliers

Other responsibilities will include:

- Managing the Head of Commissioning's diary
- Fielding enquiries and drafting replies to straightforward correspondence
- Arranging travel, hotels and interpreters
- Provide general commissioning support

Person specification:

**Essential**

- At least two years' administrative experience in a similar role
- Excellent organisation, planning and diary management skills
- Ability to write clear, concise and correct English
- Experience of drafting formal documentation – including making written records of meetings, progress reports and correspondence
- A high level of attention to detail
- The ability to be able to prioritise and be responsive to urgent deadlines and manage conflicting priorities
- Good interpersonal skills; in particular, dependability, diplomacy and communication skills
- Proficient in using Zoom and experience of Google Meet and Teams video call facilities
- Proficient in using Microsoft 365, including the Office suite, Teams and Outlook
- If not a BSL user, a willingness to learn BSL

**Desirable:**

- An interest in BSL Zone content
- An interest in Deaf culture and language
- Experience of working within a commissioning environment
- Experience of working in the TV, film or arts sectors

This is a description of the job as it is presently constituted. It is the practice of BSLBT to examine job descriptions from time to time to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.