



Rights and Business Affairs Assistant

Welsh language skills are essential for this role

Why join S4C?

At S4C, we are passionate about creating a positive, active and inclusive work environment that reflects our core values:

Be Your Best, Proud of S4C, Celebrate Everyone, Go For It.

This is an exciting time to join our team as we continue to foster a work culture that puts people at the heart of the organisation and at a crucial time in the service's history as we implement our new strategy, ***S4C - More than a TV channel.***

Job Overview

You will work closely with the Business Affairs Officers, the Rights Officer and the Content Management and Scheduling team to ensure that any content broadcast has been properly cleared and that S4C's rights agreements and clearances are properly administered as well as helping with the administration of the business team.

You will ensure that all the information (rights and business elements) about the programmes is available to other S4C teams and departments through effective general communication and by using S4C's computer system (Cloud, archive system and BSM or any successor).

Your contribution will be of paramount importance as S4C transforms into a multi-platform content publisher, collaborating with the internal teams and external companies.

What will you do?

You will:

- Provide support to the Business Officers and the Rights Officer under the guidance of the Business Affairs lead. The team works closely with the Commissioners to ensure that content that is commissioned / licensed or purchased is effectively and efficiently negotiated, contracted and administered and that any content broadcast has been properly cleared and that S4C's rights agreements and clearances are properly administered.
- Work with fellow staff members and others to ensure that S4C has the appropriate rights to broadcast programmes on S4C's various platforms.
- Ensure that the information about the rights in the commissioned content has been correctly noted on S4C's internal information system.
- Collaborate with the planning department to ensure that the content is within licence and then re-licensed as needed.
- Ensure that production companies provide the necessary paperwork (business and rights) for all S4C productions in accordance with the agreed timetable.
- Ensure that the information provided is accurate, complete and consistent with what is set out in the programme contract.

- Maintain close relationships with production companies in order to ensure the correction of any errors or defects in the paperwork.
- Send reminder letters to production companies as needed.
- Assist and confirm with S4C's finance team when all the final paperwork has been received on each production in order to release the final payment to the producer.
- Carry out research where content from the archive needs clearance for re-broadcasting where the complete paperwork is not available.
- Communicate and create relationships with archive companies in order to clear our archive material for re-broadcasting, streaming and placing on the "Clic" service, ensuring value for money.
- Be responsible for administering the re-broadcasting system, ensuring that the necessary information is available and is entered correctly on the internal computer system.
- Confirm any payments due to third parties (e.g. - archive material) and negotiate further licences as required and prepare a cost estimate for re-broadcasting programmes or series as required.
- Negotiate fees and arrange licence extensions where necessary with third party rights holders in order to re-broadcast programmes
- Assist with providing training to companies on how to use S4C's new systems as required.
- Assist with the preparation and delivery of appropriate regular reports to collection societies (e.g. PRS, MCPS, DUK) and Ofcom as required.
- File and scan documents.
- Any other reasonable duties.

You will also:

- Be aware of S4C's strategy and ensure that you take personal responsibility to adhere to all our policies and procedures as required, which includes working within health and safety guidelines, diversity and inclusion, data protection, financial guidelines and so on.
- Contribute in a positive way towards S4C's culture and deliver on its strategy.
- Collaborate with your line manager and be proactive in managing and developing your own performance.
- Contribute to and support the use of the Welsh language in the workplace.
- Ensure that you work in a positive, collaborative, cross-organisational way, which develops excellent services for our viewers on all platforms and ensures a positive, energetic and inclusive working environment where everyone is treated with respect.

You will succeed in this role if:

- You have previous administrative experience, ideally within broadcasting media.
- You have knowledge of the media and some experience with paperwork related to productions.
- You have experience or interest in working with systems, processing information, and keeping accurate records.
- You understand TV production processes.
- You're organised and pay attention to detail.
- You have strong digital skills and are familiar with working with different software packages—e.g., Microsoft suites, broadcasting systems.
- You can communicate well and work as part of a team.
- You're interested in the importance of compliance and conservation.
- You can solve problems and manage your time effectively

What will you get?

- The opportunity to make a real difference in an organisation that values people.
- Work in a flexible environment within one of our offices in Wales.
- S4C is committed to the personal growth of its employees, offering comprehensive training and development opportunities to improve skills and promote careers. This includes access to qualifications, in-house training, and continuing professional development programmes.
- Access to unique opportunities in the media sector including attendance at events and programme previews, panel discussions and internal updates.
- Employees have the unique opportunity to contribute to the promotion and preservation of Welsh language and culture through their work.
- S4C offers a Group Personal Pension Scheme with 10% contributed by S4C.
- 26 days of leave gradually increasing to 32 days in 9 years.

For an informal chat about the role please contact pobl@s4c.cymru

In your application, please ensure that you highlight the skills and experience you have that are relevant to the role listed in the personal specification below and that are in accordance with our core values. Give clear examples that show why you are suitable for the job.

Person Specification

| Feature | Essential | Desirable |
|---------------------------------|--|--|
| Qualifications | 2 A Levels (or equivalent). | |
| Experience | Administrative work experience using computer systems. | Experience of administering contracts. |
| Skills and Knowledge | <p>Administrative organisational skills of the highest order.</p> <p>The ability to communicate effectively and transfer information in an intelligible and purposeful way in written and spoken Welsh and English.</p> <p>High level of attention to detail and accuracy.</p> <p>Database and Microsoft Office computer skills.</p> <p>The ability to work proactively and positively with others.</p> <p>The ability to create constructive relationships.</p> | |
| Personal Characteristics | <p>Understanding of and commitment to S4C's Diversity and inclusion Strategy and policy.</p> <p>A high level of personal integrity, expressed through conduct.</p> <p>Demonstrates Values and Behaviours that are in accordance with S4C's values.</p> <p>Willingness to work flexibly.</p> | |

Further Details

Location: Carmarthen / Cardiff / Caernarfon (minimum 2 days in an office)

Salary: £27,470 per annum

Contract: Permanent

Probation Period: 3 months

Working Hours: 35.75 hours per week. Due to the nature of the position, flexibility is expected, including working outside office hours, some weekends and bank holidays.



Holidays: In addition to the statutory bank holidays, you will be entitled to 26 days of paid holiday per year. (Please note that the annual leave will be pro rata if working part time).

Pension: Paid staff are entitled to join a Group Personal Pension Scheme subject to the terms of any existing scheme which is amended from time to time. If you are a member of the Group Personal Pension Scheme, S4C will contribute 10% of your basic salary to the Scheme. You will be expected to contribute 5%.

Applications

Applications should be sent by **12.00 on Friday 17 July 2026** to Pobl@s4c.cymru or to Pobl a Diwylliant, Canolfan S4C, Yr Egin, Carmarthen, SA31 3EQ.

CV's will not be accepted.

Applications may be submitted in Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

AI Use

If you choose to use AI or similar tools, please ensure your responses are accurate, truthful and reflect your own experience and words. Applications that are not original or are AI-generated may be rejected.

During the interview, the use of AI or recording tools is not permitted unless agreed in advance for accessibility reasons. Any evidence of unauthorised use may result in your application being withdrawn.

Equal Opportunity and Diversity

S4C does not allow discrimination based on gender, race, colour, disability, ethnic background or social-economic background, age, family status, marital status or civil partnership, part-time or full-time employees, religion, politics, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where the ability to communicate in Welsh is necessary for the post) or any other irrelevant difference, and it is committed to considering diversity in a positive way. S4C welcomes and encourages job applications from groups that may be under-represented, including females, black and minority ethnic people and people with disabilities. Open and fair competition principles are in operation, and appointments are decided on merit.

Welsh Skills

Welsh language skills are essential for this role. We are proud to be a Welsh language broadcaster and we expect all team members to appreciate and respect the language and culture. We support and encourage the learning of Welsh and the improvement of language in the workplace.