

SCREEN YORKSHIRE

Screen Industries Diversity Programme Manager

Job Description

Closing Date for Applications: 5pm Monday 4 March 2019

Thank you for your interest in the post of **Screen Industries Diversity Programme Manager**. Further information regarding the programme and this position can be found below.

To apply for this role, please complete the application form that accompanies this pack and return it to the email address printed at the top of the application form.

All short-listed candidates will be contacted by Wednesday 6 March 2019. Regrettably we are unable to respond to every individual application, so if you have not been contacted by this date please assume that you have not been successful. We anticipate that interviews will be held in Leeds on Monday 11 March 2019.

If you have specific questions about this role which are not answered in the following brief, please email caroline@screenyorkshire.co.uk

We look forward to receiving your application.

About the Screen Industries Diversity Programme

The screen industries are one of the least diverse employment sectors in the UK. This is in spite of the industry's desire to be more representative of the population as a whole. The Screen Industries Diversity Programme aims to address this by supporting young people in the Bradford District and wider Leeds City Region area to develop the skills, confidence and connections to enter and succeed in the screen industries.

Screen Yorkshire is working in partnership with City of Bradford Metropolitan District Council to deliver the programme with the support of the Leeds City Region Business Rates Pool funding. Over a two-year period Screen Industries Diversity Programme intends to deliver:

- A trusted and reliable screen sector careers information service
- A training and work experience package that includes mentoring and internships and which works with the private screen sector as well as other initiatives such as Screen Yorkshire's 'Boot Camps', Wakefield's Backstage Academy
- One to one support by experienced industry professionals who will champion individuals and signpost them to production companies and other screen industry employers and opportunities.

- Industry mentors, coaches and speakers to inspire and support a new generation of film and TV makers.
- Where appropriate, bespoke training to meet the specific needs of individuals and the developing demands of the sector.
- A programme to support individuals taking their first steps on their career journey and removing obstacles including support with travel expenses, subsistence, childcare and other expenses that limit the take up of opportunities.
- Practical screen industry production activities, including work placements, to strengthen CVs and create showcase materials to demonstrate skills and talents to potential employers.
- Engagement with national sector skills lead, ScreenSkills, to ensure take up of places on Film Trainee Finder and placements via the High End Television Levy, with a particular focus on production that takes place in the Leeds City Region.

In tandem with the Screen Industries Diversity activity City of Bradford Council will bring together education providers and industry to develop a Creative Skills Industrial Centre of Excellence (ICE) offering a pathway into the sector for 14-18 year olds. It is intended that this part of the programme will initially be in Bradford but will work in close collaboration with the West Yorkshire Consortium of Colleges, universities, secondary schools and local authorities across Leeds City Region.

About Screen Yorkshire

Our vision is to build a world-class centre for the screen industries in Yorkshire. With an international outlook, this hub will invest in productions; develop talent to create a skilled workforce; build best-in-class studios and foster Yorkshire's reputation as an outstanding location for creatives.

Since its establishment in 2002 as part of the network of Regional Screen Agencies, Screen Yorkshire has transformed itself into a specialist in commercial content investment. In this capacity it has been responsible for bringing over 40 productions to Yorkshire - from *Peaky Blinders* to *Dads' Army*, from *National Treasure* to *Ghost Stories*. In 2015 it opened the Church Fenton Yorkshire studios, home to ITV's major drama series, *Victoria*.

Screen Yorkshire's work has helped transform the production landscape so much that between 2009-2015 Yorkshire & Humber's screen industries grew faster than anywhere else in the UK, outstripping growth in every other part of the UK.

Having a workforce with the right skills is vital to sustaining regional film & TV production levels, which is why developing talent to foster a skilled workforce is a central pillar of Screen Yorkshire's growth strategy. At a national level, we work together with the BFI and ScreenSkills; regionally, Screen Yorkshire partners with key universities and The West Yorkshire College Consortium to devise new ways to upskill local crews and to train the workforce of the future.

Screen Yorkshire's training programmes always involve the industry – studios, production companies and local training providers. Our programmes place diversity at the centre of recruitment explicitly working to ensure the workforce reflects new people new skills and new voices

Job Specification

Contract Term:	4 days per week, 24 month contract
Salary:	c. £41,000 pro rata
Based at:	Screen Yorkshire, Studio 3, 46 The Calls, Leeds, LS2 7EY. The role will involve regular visits to the Bradford City of Film Office, travel around the region and potentially other parts of the UK.
Responsible to:	Screen Yorkshire Chief Executive

The Programme Manager Role

We are looking for a dynamic individual with a strong track record in project management and a clear understanding of the film & TV industries to oversee the development and delivery of the Screen Industries Diversity initiative.

The Programme Manager will be responsible for driving activity, delivering outcomes and appraising the effectiveness of the programme. You should be highly skilled and adaptable, with the ability to work with autonomy and authority when managing both the programme activity and stake-holder relationships.

Our ambition is to engage and support under-represented individuals and communities to increase their employment opportunities with the film and television production sector. This role will require proactive community engagement and you should be able to demonstrate a strong commitment to inclusivity.

We want to make sure our workforce is diverse and representative of the communities we work with and particularly encourage applications from those who are under-represented within the screen industries.

Main Responsibilities

- Work with the Screen Industries Diversity Programme Management Board to prioritise plans and develop a comprehensive skills programme which encompasses screen industry training, internships, mentoring and career support.
- Manage the design, delivery and evaluation of all elements of the training programme, excluding the recruitment of participants that will be overseen by an independent specialist.
- Identify and secure suitable freelance trainers and speakers to contribute to the programme delivery, providing them with a clear brief and background information to ensure that their contributions are relevant and meaningful to the participants.
- Implement the Screen Industries Diversity Programme and activity plans within time, cost and quality parameters.
- Work closely with all key partners and industry bodies nationally and regionally, including ScreenSkills, BFI, West Yorkshire College Consortium and Bradford City of Film.

- Assist Screen Yorkshire's Communications Manager and the independent specialist in the communication and promotion of, and recruitment onto the programme.
- Take lead responsibility for effective stakeholder management, to identify and realise the benefits of the programme and their linkages to other partners and programmes in the Leeds City Region.
- Manage the Screen Industries Diversity Programme Coordinator who will work both from Screen Yorkshire and at the City of Film office in Bradford.
- Formulate and manage budgets for all elements of programme delivery.
- Produce briefings and reports to the Screen Industries Diversity Programme Management Board and Leeds City Region.
- Ensure that work remains aligned to the outcomes of the Leeds City Region Business Rates Pool bid submission.
- Be responsible for managing programme risk and report to the Screen Industries Diversity Programme Management Board to ensure risks are managed and mitigated.
- Ensure that the content of the programme reflects its overarching objectives to eliminate discrimination, advance equality of opportunity, foster good relations with all our communities and partners, narrow equalities gaps and reflect the needs of our communities.

Person Specification

Essential:

- Understanding of the skills and development issues facing young people currently excluded from the film and TV industries
- Experience of the design, delivery and evaluation of positive action training initiatives
- Prior experience in the film and TV industries in the UK
- Understanding of the skills shortages in the film and TV sector across the UK
- Understanding of and commitment to the development of individuals through a range of training and development provision
- Experience of assessing, reviewing and reporting on individual progress
- Excellent oral and written communication skills, with experience in presentation, training or coaching
- High-level IT skills and experience
- Budgeting and cost reporting experience
- Excellent interpersonal skills and experience in team work
- Flexibility and a 'can-do' attitude
- Excellent attention to detail and organisational skills
- Ability to prioritise and perform to a high standard under pressure and working to deadlines
- Commitment to equal opportunities and direct experience of working on projects which address under-representation and promote inclusivity
- A flexible approach to working hours

Desirable:

- Experience of working with a broad range of individuals from those new to the industry, to those in leadership roles
- A wide network of industry contacts who have undertaken training, professional development or mentoring roles
- Experience in managing placement or internship programmes

- A track record in delivering quality programmes for marginalised or BAME communities and working with young people
- Previous staff management experience