

SCREEN YORKSHIRE

Screen Industries Diversity Programme Co-ordinator

Job description

Closing Date for Applications: 5pm Monday 11 March 2019

Thank you for your interest in the post of **Screen Industries Diversity Programme Co-ordinator**. 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 20 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 25 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 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 have the skills, confidence and connections to 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. Over a two-year period the Screen Industries Diversity Programme intends to deliver:

- A trusted and reliable careers information service, linked to the sector
- A training and work experience package that includes internships and works with the private sector alongside existing assets such as, Screen Yorkshire's 'Boot Camps', Wakefield's Backstage Academy, HE/FE resources to support the development and enhancement of key skills to increase employability.
- 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.

- We will mobilise the industry to offer mentors, coaches and speakers to inspire and support a new generation of film and TV makers.
- Where appropriate we will broker and resource 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 take up of opportunities.
- We will provide support for beneficiaries to develop their employability through a range of practical screen production activities including work placements to strengthen CVs and create showcase materials to demonstrate their 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 city region.

In tandem with the Screen Industries Diversity Programme 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: 5 days per week, 24 month contract

Salary: c. £19,000

Based at: Bradford City of Film, Horton D01.18, University of Bradford, Richmond Road, Bradford BD7 1DP or Screen Yorkshire, Studio 3, 46 The Calls, Leeds, LS2 7EY
The role will involve regular travel around the region.

Responsible to: Screen Industries Diversity Programme Manager

The Programme Coordinator Role

We are looking for a highly organised individual with strong communication skills to support the new Screen Industries Diversity Programme. The role will work primarily alongside the Programme Manager to coordinate training, internship, mentoring and career support activities.

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

- Act as the first point of contact for enquiries regarding the Screen Industries Diversity Programme and filter enquiries as appropriate; this will require a confident telephone manner.
- Assist the Programme Manager to deliver a strong, efficient and well-designed training, internship, mentoring and careers support programme.
- Support the maintenance of a comprehensive database of career resources, training providers, mentors, industry specialists, placement opportunities and other information of use to the Screen Industries Diversity Programme and help ensure compliance with GDPR and data protection legislation.
- Provide general administrative support to the Programme Manager.
- Support monitoring and reporting requirements by helping gather and maintain participant data, track outcomes and generate reports when necessary.
- As directed by the Programme Manager, to work closely with all key partners and industry bodies nationally and regionally, including ScreenSkills, BFI, West Yorkshire College Consortium and Bradford City of Film.
- Organise meetings, both internal and external, participating and taking notes as and when required.
- Assist Screen Yorkshire's Communications Manager and the independent specialist in the communication and promotion of, and recruitment onto the programme.

- Coordinate travel and accommodation arrangements for freelance trainers and speakers contributing to programme delivery.
- Identify and book training venues and associated provision such as catering and technical support.
- All staff will be expected to embrace and adhere to Screen Yorkshire's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Although mainly office based, on occasion the role may include attending and assisting with workshops, networking and other events as required. This may include an element of out-of-hours working.

Person Specification

Essential:

- Excellent oral and written communication skills and the ability to liaise with others at all levels
- IT proficiency and experience
- Good interpersonal skills and ability to work as part of a team
- Flexibility and a 'can-do' attitude
- Excellent attention to detail and organisational skills
- Commitment to equal opportunities

Desirable:

- Understanding of the skills and development issues facing young people currently excluded from the film and TV industries
- Prior experience in the film and TV industries in the UK
- A flexible approach to working hours