**Centre of Screen Excellence: Yorkshire**

**Job Description – Manager**

3 days/23 hours a week, £40k pa pro rata. Duties may be split between home and office, but will involve some travel to partner organisations

**Closing Date for applications: 12pm, Tuesday December 14th, 2021**

Thank you for your interest in this post. More information regarding this programme and position can be found below.

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

We anticipate that interviews will be held in Leeds on **Monday, December 20th** or **Tuesday, December 21st, 2021.** Regrettably, we are unable to respond to every individual applicant, so if you have not been contacted by this date, please assume you have not been successful.

If you have any questions about this role, which are not covered in the following brief, please email Screen Yorkshire’s Head of Skills and Industry Engagement, Glyn Middleton, at [glyn@screenyorkshire.co.uk](mailto:glyn@screenyorkshire.co.uk)

**About the Centre of Screen Excellence: Yorkshire programme**

The TV and Film industries in Yorkshire are growing quickly, with an increasing number of exciting (scripted and unscripted) productions in the pipeline. The rapid growth has highlighted some clear skills gaps within the current talent pool and the purpose of this programme is to increase the quantity, quality and diversity of industry-ready trainees in these key craft roles.

In response to this, in 2020 Screen Yorkshire partnered with ScreenSkills and National Film and Television School Leeds to launch the UK’s first Centre of Screen Excellence, an initiative which delivers specialist craft and technical training in areas where there are specific skills shortages. In 2022, Screen Yorkshire will lead delivery of the third year of CoSEY, in partnership with ScreenSkills and a number of West Yorkshire colleges and specialist tutors.

The courses for 2022 are still being finalised, but we expect them to include:

* A costume course to be hosted by Keighley College;
* A hair and make-up course, hosted by Leeds City College/University Centre Leeds;
* A PA course, managed by an experienced industry professional;
* A Lighting Technician course, managed by an experienced professional lighting team;
* An Art Direction and props course, managed by an experienced industry professional.

Trainees on all courses will attend a joint boot camp, offering a detailed overview of the TV & Film industries and how best to secure a foothold in them. They will each be offered an individual industry mentor. They may be offered placements within relevant production companies, if and when they are made available.

Given the under-representation of those from diverse and disadvantaged backgrounds in the TV and Film industries, this programme has a number of related targets to achieve.

**About Screen Yorkshire**

Our vision is to build a world-class centre for the screen industries in Yorkshire. With an international outlook, we 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 50 productions to Yorkshire – including TV dramas such as *All Creatures Great and Small* and *Ackley Bridge* and feature films like *Official Secrets* and *Ali and Ava.*

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 colleges to devise new ways to upskill local crews and to train the workforce of the future.

Our 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** 3 days/23 hours per week (flexible), nine-month contract **in the first instance**

**Salary**  Circa £40,000 pro rata

**Based at:** Screen Yorkshire, Studio 3, 46 The Calls, Leeds LS2 7EY. The role will involve visits to numerous locations in the West Yorkshire area.

**Responsible to:** Glyn Middleton, Head of Skills & Industry Engagement

**CoSE:Y Manager role**

This is a flagship training programme, designed to address key skills gaps primarily in Yorkshire, but also across the UK as a whole. We are looking for a dynamic and imaginative individual with interest and experience of training initiatives to lead the further development and implementation of this flagship training programme, not only for Yorkshire but for the UK’s screen sector. As the focus of the programme is predominantly on scripted production, knowledge of or experience in this field would be valuable.

The 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 significant stakeholder 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**

* Oversee the design, delivery and evaluation of the vocational craft courses which constitute the Centre of Screen Excellence Yorkshire programme. This includes screen industry training, mentoring and career support and placements/internships if and when appropriate;
* Liaise with colleges, tutors and funders to ensure the successful delivery of all aspects of the training programme including the recruitment of participants;
* Identify and secure suitable trainers and industry experts to contribute to the programme delivery, providing them with a clear brief and background information to ensure that their contributions are relevant to the participants;
* Implement the activity plans within time, cost and quality parameters;
* Work closely with all key partners and industry bodies nationally and regionally, including ScreenSkills, BFI, colleges, broadcasters and independent producers;
* 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 region, with a view to securing continued funding in 2023 and beyond;
* Ensure that work remains aligned to the outcomes of the funding agreement between Screen Yorkshire and ScreenSkills;
* Assist Screen Yorkshire’s Communications Manager in the promotion of, and recruitment onto, the programme;
* Manage the COSE:Y programme co-ordinator;
* Work with our finance team to formulate and manage budgets for all elements of programme delivery and to produce briefings and reports for funders;
* Be responsible for managing programme risk and ensure that any risks are managed and mitigated;
* Ensure that the content of the programme reflects its overarching objectives to reflect the needs of the region’s TV and Film industries.

**Person Specification - Essential**

* Prior experience in, or knowledge of, the film and TV industries in the UK;
* Experience or strong interest in the training or coaching of those keen to secure a foothold in the industry;
* Excellent oral and written communication skills;
* Excellent interpersonal skills and experience in teamwork;
* Flexibility and a ‘can-do’ attitude;
* Excellent attention to detail and organisational skills;
* Ability to prioritise and perform to a high standard while under pressure and working to deadlines;

**Person Specification – Desirable**

* Understanding of the skills shortages in the film and TV sector across the UK and how these issues affect those trying to secure work within the region’s film and TV industries and a commitment to their individual development;
* Experience of the design, delivery and evaluation of positive action training initiatives;
* Budgeting and cost reporting experience;
* Staff management experience;