

Centre of Screen Excellence: Yorkshire

Job Description – Manager

3 days/23 hours a week, £43.5k pa pro rata. Duties may be split between home and office (Screen Yorkshire). However, you will be required to work from the office at least one day a week (usually Wednesday) and the role will involve some travel to partner organisations.

**Closing Date for applications:
Monday 29 August 2022, 12noon**

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

To apply, please send your CV and a covering letter explaining why you feel you are a suitable candidate for the role to our Head of Skills and Industry Engagement Beatrice Neumann at bea@screenyorkshire.co.uk. If you have any questions about this role that are not covered in the following brief, please also contact us with this email address.

All shortlisted candidates will be contacted by 31 August 2022. 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. We anticipate that interviews will be held in Leeds on September 6th or 7th.

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 to launch the UK's first Centre of Screen Excellence: Yorkshire, an initiative which delivers specialist craft and technical training in areas where there are specific skills shortages. In 2022/23, Screen Yorkshire will lead the delivery of the fourth year of CoSE:Y, in partnership with ScreenSkills and a number of West Yorkshire colleges and specialist tutors.

The courses for 2023 are still being finalised, the courses in 2022 included:

- Costume course hosted by Keighley College;
- Hair and Make-Up course hosted by University Centre Leeds;
- A Production Assistant course, delivered by an experienced industry professional;
- A Lighting Technician course, delivered by an experienced professional lighting team;
- An Art Direction & Props course, delivered by an experienced industry professional
- My First Factual TV Job delivered by Screen Yorkshire's former Head of Skills and Industry Engagement

Trainees on all courses will attend up to two joint boot camps, offering a detailed overview of the TV & Film industries and how best to secure a foothold in them. They will be organised and delivered by the CoSE:Y team. Trainees 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 local authorities, 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, a range of industry professionals 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), 12-month contract in the first instance
Salary	£43,500 pro rata
Based at:	Screen Yorkshire, Studio 30, 46 The Calls, Leeds LS2 7EY. The role will involve visits to numerous locations in Yorkshire.
Responsible to:	Beatrice Neumann, Screen Yorkshire's 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 in and experience of training initiatives to lead the further development and implementation of this important programme. 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 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;
- Organise and deliver Bootcamps and any CoSE:Y related events
- 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 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.
- Update the Head of Skills on ongoing developments in weekly meetings
- Track and maintain contact with alumni of the programme
- Organise sessions and networking events as agreed with Head of Skills and within the programme budget
- Any tasks which arise as part of the delivery of the programme with the support of the CoSE:Y Coordinator

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 along with 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.

To apply, please send your CV and covering letter to bea@screenyorkshire.co.uk by **Monday 29 August 2022 at 12 noon.**