

Screen Yorkshire Job Description - Skills Co-ordinator

Contract Term: Full Time/37 hours a week, (fixed term 12-month contract). Duties may be split between home and office and will involve some travel to partner organisations or teaching venues. A minimum of 2 days of work in the Screen Yorkshire office in Leeds City Centre are required.

Salary: £22,500

Based at: Screen Yorkshire, Studio 30, 46 The Calls, Leeds, LS2 7EY. The role will include travel within the wider West Yorkshire area.

Responsible to: Skills Manager

Closing date for applications: Midday, Wednesday 20th March

To apply, please send a cover letter and CV to: karen@screenyorkshire.co.uk

About Screen Yorkshire

Screen Yorkshire is the engine that drives the film and TV sector in the region. Established in 2002, it has been building Yorkshire's global reputation as a centre for excellence in the screen industries for more than twenty years, helping to secure its position as one of the most sought-after destinations for content production in the UK.

Screen Yorkshire attracts high end TV and feature film projects to the region through its Yorkshire Content Fund. To date it has generated over £225 million production spend through investing in more than 60 film and TV productions. Credits range from TV Dramas *Peaky Blinders*, *All Creatures Great and Small*, *Ackley Bridge* and *Dance School*, to feature films, *The Duke*, *Ali & Ava*, *Official Secrets*, *A Bunch of Amateurs*, *Sky Peals* and *Bonus Track*.

Our expert Film Office team, staffed by industry professionals, provides on the ground locations, studios, crewing and production support services, facilitating high profile feature film and TV productions from all over the world to shoot in the region.

Screen Yorkshire also works to foster talent and build a versatile and diverse screen workforce, designing and delivering industry training and development

programmes for film, TV and screen, with a range of local and national partners.

www.screenyorkshire.co.uk

Screen Yorkshire's 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.

Screen Alliance North – BFI Skills Cluster

Screen Alliance North is a new BFI Skills Cluster partnership created by Liverpool Film Office, North East Screen, Screen Manchester and Screen Yorkshire, with the support of the BFI National Lottery funding. The four screen agencies have come together as a lead skills body for the North of England to tackle skills shortages and improve access to quality training provision for diverse talent and communities.

The initial three-year programme will enable the four partners to work strategically across the broader North to build a stronger, happier and more inclusive skilled workforce, helping to secure its future as a leading global centre for screen production.

www.screenalliancenorth.co.uk

The Skills Co-ordinator role

Screen Yorkshire's and Screen Alliance North's skills programmes are designed to address key skills gaps primarily in Yorkshire, but also across the North and UK-wide. We are looking for an individual with experience of, or interest in the region's Film & TV industries to assist in the development and delivery of this important programme.

The Skills Co-ordinator will support the Skills Manager in driving the activities and liaising with the trainees taking part in the programmes.

Our ambition is to engage and support under-represented individuals and communities to increase their employment opportunities within the screen industries, so you should be able to demonstrate a strong commitment to inclusivity and experience with reaching out to communities.

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

- Support the Skills Manager to work with our training programme funders and partners, including Screen Alliance North, BFI, Local Authorities and other training providers
- Liaise with tutors and trainees as directed by the Skills Manager to ensure the successful delivery of the training programmes and activities, including outreach and recruitment of participants from a range of backgrounds
- Help to deliver activities within agreed budgets, with the ability to work to deadlines and meet agreed targets
- Assist the Skills Manager with a variety of duties, including setting up systems, processes and databases, arranging meetings, tracking expenditure, tracking and gathering programme data to help generate monitoring and evaluation reports and monitoring key aspects of the programme
- Act as the first point of contact for enquiries
- Assist the Work Placement Liaison Manager in liaising with production companies and other industry bodies to arrange and deliver work placements
- Assist the Skills Manager and Work Placement Liaison Manager in tracking and maintaining contact with alumni of all programmes and long-term reporting on their career progression, in collaboration with the Film Office and their crew database
- Assist Screen Yorkshire's Communications Manager in the promotion, marketing and recruitment onto the programme

Person Specification - Essential

- Excellent oral and written communication skills, interpersonal or "people" skills and experience of working in a team
- The role requires versatility and adaptability, with the capacity to work on your own initiative when required
- Flexible attitude towards tasks and able to occasionally work evenings and weekends as the role requires
- Highly organised with excellent attention to detail
- Practical IT skills with an understanding of databases and working knowledge of Microsoft Office applications, including Excel
- Able to work calmly and efficiently under pressure, and prioritise workload to successfully meet multiple deadlines
- Commitment to supporting the career development of trainees

Person Specification – Desirable

- Experience or knowledge of delivering training, placement or internship programmes
- A commitment to delivering quality programmes for people from under-represented and/or disadvantaged backgrounds

If you need assistance completing your application, please contact:

Karen@screenyorkshire.co.uk