

Job title:	HETV Progression Coordinator
Reports to:	HETV Make a Move and Progression Manager
Salary:	£30,000 - £33,000 per annum depending on experience
Contract type:	Permanent
Location:	ScreenSkills London, Hybrid (min 2 days per week in the office)
Apply via:	Email jobs@screenskills.com

About us:

ScreenSkills is the industry-led skills body for the UK's screen-based creative industries - animation, film, games, television including children's and high-end, Visual Effects (VFX) and immersive technology. ScreenSkills works across the UK to build an inclusive workforce with the skills needed for continued success, now and in the future.

The High-end TV Skills Fund, managed by ScreenSkills, supports career development opportunities for behind-the-camera talent working in every level of high-end television. Over the last decade, the Fund has invested more than £33 million in delivering training programmes to address the skills and training needs of freelance crew across the UK.

Role purpose:

The **Progression Coordinator** will lead on the coordination and delivery of the HETV Make a Move programme under the direction of the HETV Make a Move and Progression Manager (MAMPM) which includes leading on promotional activity, gathering required reporting information, processing and coordinating all related paperwork. They will also support the Engagement and Projects Manager on the development and growth of the HETV Industry Professional Pool resource - a network of HETV professionals who offer advice and support for HETV beneficiaries. They will also lead on the coordination for the Electrical trainee pilot and wider HETV programmes as overseen by the MAMPM. When required, including responding to general HETV enquiries and providing additional coordination support for HETV activities such as First Break, Trainee Finder and national and regional industry events.

Key responsibilities:

- Send out relevant paperwork and application links to potential participants and production teams
- Log all enquiries and participants on internal tracking documents and systems
- Use Grants software package BBGM to generate contracts and offer letters and advise on any improvements that could be implemented to the tracking and KPI monitoring for the programme.
- Ensure all contracts and reporting documentations is received as required and passed to the MAMPM for final approval.

- Track all stages of the contracting paperwork, keeping accurate records and following up the final delivery of all contracting paperwork so funds can be released.
- Ensure all participants create a ScreenSkills profile which feeds into Power Bi tracking and reporting and work with the Senior HETV Contributions & Tracking Coordinator to track KPIs providing quarterly reports to the team
- Support the marketing and promotion on Make a Move and training delivery on social media groups such as Facebook and wider marketing outlets - ensure pages are regularly updated and Make a Move participants are encouraged to join relevant social media groups and act as key liaison with the technical team to ensure new members are signed up to the relevant email group.
- Promotion of Make a Move to industry networks liaising with the Trainee Finder and Engagement Coordinator and HETV Skills Fund contributing productions
- Support the HETV Engagement and Projects Manager – North and Midlands (EPMNM) on the design and implementation of an effective system to ensure individuals supported on Make a Move, Leaders of Tomorrow and wider mid-level career programmes can access industry experts signed up to the HETV Professional Pool.
- Coordinate the brokering of support and advice between participants and members of the Professional Pool to ensure suitable matches are made.
- In collaboration with the EPMNM keep all contact information up to date in the Professional Pool, track users of the service and follow up with individuals who use the service to ensure satisfaction and implement any suggested improvements.
- Work with the Marcomms team to promote the Professional Pool Service

Financial / Tracking

- Process invoices efficiently, reviewing for accuracy
- Follow up invoices, if not received on time
- Data management, reporting and processing for Make a Move, the Electrical trainee programme and other associated programmes and wider HETV team
- Run financial, participant and activity reports as required
- Ensure logged of activity is correct and up to date
- Work with the MAMPM and finance teams to ensure all funds are allocated to the correct budget

Communications, department, and general coordination

- Deal with production enquiries in a friendly, efficient, and timely manner
- Work alongside and support the wider coordinator team and cover other colleagues' work as and when required
- Proactively work with the Marcomms team ensuring appropriate sections of the HETV ScreenSkills website are up to date and provide information for case studies when required.
- Ensure that any updates on the programme delivery are updated and amended on all production paperwork,
- Update relevant contact databases (Excel), availability spreadsheets, Teams, Power BI and CRM system, HubSpot in liaison with the MAMPM
- Attend and support at high-end TV events and set visits as required
- Provide support to the HETV team as reasonably required, including answering HETV department general emails and calls and covering for other team members' annual leave when needed
- Support the Trainee Finder team as and when required to cover busy periods of activity

Essential skills and experience:

Essential:

- Ability to work under pressure and prioritise a number of competing demands
- Attention to detail and self-starter
- Strong administration skills including data management in Excel
- Proactive and reactive approach to work
- Ability to take responsibility and work under own initiative
- The awareness and respect to handle confidential documents
- Solutions driven
- Strong interpersonal skills in this partly outward facing role
- Ability to work on own initiative but also as part of a team

Preferred:

- Ability to work with a wide range of people from trainees to Heads of Production and understand their needs and priorities
- An understanding of and an interest in the high-end TV industry
- Skills across BBGM data management system – training will be given

Other skills and attributes:

- Good team player and enthusiastic
- Friendly, helpful and collaborative both within team and wider organisation
- Confident in own ability
- Confident in taking responsibility for own actions
- Flexibility to work across multiple projects
- Flexibility to work occasional evenings and weekends on an ad hoc basis
- Positive outlook

Corporate responsibilities of all ScreenSkills personnel:

- Take ownership of, and contribute to, internal and external communications activity both in their job role and as part of ScreenSkills' overall strategic objectives.
- Demonstrate a personal commitment to embracing and promoting ScreenSkills' positive approach to the achievement of acceptance, openness, and equality of opportunity at work for people from under-represented groups (e.g. such as those with disabilities and from the lesbian, gay, bisexual and transgender communities and Black, Asian and people of colour).
- Promote and develop individual and organisational activities which support and enhance environmental sustainability and health and safety objectives.
- Establish good working relationships with both internal and external customers and provide a high-quality service which meets their needs.
- Support yours and your colleagues' activity through a commitment to effective and correct use of corporate tools and resources, including the ScreenSkills' intranet for internal communications and authorised systems for contact management.

ScreenSkills is committed to diversity and equality of opportunity in all aspects of our work. We particularly welcome applications from under-represented groups such as returning parents or carers who are re-entering after a career break, women, people who are LGBTQ+, Black, Asian and people of colour, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, from a less advantaged socio-economic background as well as any other under-represented group.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing.