

Job title:	Schools & Industry Coordinator – Discover Creative Careers
Reports to:	Senior Programme Manager – Discover Creative Careers
Salary:	£25,000 - £30,000 per annum depending on experience
Contract type:	Fixed Term – 3 months, Full-time
Location:	ScreenSkills London, Hybrid (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 industries – film, television (high-end, children’s, unscripted), VFX, animation and games. We are supporting economic recovery and future innovation and growth across the whole of the UK by investing in the skilled and inclusive workforce who are critical to the global success of the screen sector.

We are funded by industry contributions to our Skills Funds and through discreet project funding via different public funders. Discover Creative Careers is currently funded by the Department for Digital, Culture, Media, and Sport with additional funding from Arts Council England.

Role purpose:

In 2018 the Creative Careers Programme (CCP) pilot was launched with £2 million of Government seed funding. This programme provided young people, careers advisors and schools across England with specialist information, advice, and guidance about pursuing a career in the Creative Industries (CIs) through a blend of online resources, in-person events and training. Discover Creative Careers Week was deemed the most impactful strand of this pilot and was subsequently supported by Arts Council England to run digitally during the Covid 19 pandemic. Since the launch of Discover Creative Careers Week, it has connected with over 150,000 children and young people via industry talks, workplace encounters, lesson plans, and industry informed resources and toolkits, all hosted on the Discover! Creative Careers website. This website is the only site to bring all subsectors of the creative industries together and deliver content that is entirely created by industry partners.

DCMS is investing in the next phase of the CCP/Discover Creative Careers to March 2025, with a view to ensuring more young people aged 11+ in areas of greater disadvantage across England are able to benefit from the interventions the programme will provide. This time, Discover Creative Careers has established an ‘always on’ offer with activity throughout the year, culminating in the annual award-winning Discover Creative Careers Week (13-17 November 2023).

The **Schools & Industry Coordinator** will manage the matching process between schools and colleges who have registered to take part in Discover Creative Careers Week and Creative Industry employers who are offering work place visits. This will focus on schools in 77 priority locations across England. The Schools & Industry Coordinator will report to the Senior Programme Manager - Discover Creative Careers and assist with reporting to the Department for Digital, Culture, Media, and Sport.

Key responsibilities:

- Liaise with schools and colleges who have registered to take part in Discover Creative Careers Week (DCCW), fielding questions and supporting on planning and coordination.
- Liaise with Creative industry employers who have registered to offer a workplace encounter, matching them with a registered school in the same area/region.
- Reach out to additional Creative industry employers to encourage them to open their workspace to a local school/college or provide a school/college based visit.
- Advise employers on best practices of hosting a school/college visit
- Assist with queries in the Discover inbox about DCCW
- Support the Senior Programme Manager and Programme Lead (Discover Creative Careers) with reporting on DCCW.

Essential skills and experiences

Essential:

- Experience of implementing and coordinating careers, training and/or educational programmes.
- Experience of working with key stakeholders such as secondary schools, colleges, careers professionals, local authorities and other agencies.
- Ability to work proactively, diplomatically, and supportively with stakeholders to deliver a single project
- Excellent communication and influencing skills (both written and verbal) providing information to a wide range of stakeholders
- Ability to work well under pressure in a calm, methodical and organised manner
- Able to work independently and prioritise workload to meet fixed deadlines
- Good understanding of risk management
- Proactive, with a 'can do' attitude

Preferred:

- Experience of working in the creative industries

Other skills and attributes:

- Empathetic: able to connect with and understand the needs of a range of stakeholders from young people to employers
- Communication: a strong verbal communicator who is confident talking to people in different organisations and sectors
- Integrity: you set yourself high ethical standards and embed these into your approach to project management
- Judgement: you can make sensible decisions about when you should make a judgement-call yourself and when you should seek advice or guidance
- Problem solving: you are creative, innovative and determined in thinking about problems and you won't let problems get the better of you

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 minority ethnic communities).
- 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+, minority ethnic people, 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.