

Job title:	Senior Programme Manager (Discover! Creative Careers) – Maternity Cover
Reports to:	Programme Lead (Discover Creative Careers)
Direct reports:	Programme Assistant (Discover Creative Careers)
Salary:	£46,000 per annum
Location:	ScreenSkills London, Hybrid (2 days per week in the office)
Contract type:	Fixed Term to January 2025
Apply via:	Email jobs@screenskills.com

About us:

ScreenSkills is the industry-led skills body for the screen industries - film, television (including children's, unscripted and high-end), VFX, animation and games. We are supporting the continued growth and future innovation 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 supported by industry contributions to our Skills Funds – High-end TV, Film, Animation, Children’s TV, Unscripted TV – and Arts Council England to help people get into the industry and progress within it.

The delivery of Discover! Creative Careers is led by ScreenSkills in partnership with over 20 organisations and through collaboration with industry, education and careers professionals. It is currently funded by the Department for Culture Media and Sport (DCMS) with additional funding from Arts Council England until March 2025.

Role purpose:

[Discover Creative Careers](#) (DCC) is a government funded, industry led programme providing specialist information, advice, and guidance about careers in the Creative Industries (CIs) to young people aged 11-18 years, and those that support their careers decisions. DCC provides online resources, in-person events and training throughout the year, culminating in the annual award-winning [Discover! Creative Careers Week](#) in November. It focuses on young people in [77 priority areas across England](#) identified as those facing the greatest disadvantage, supporting schools and colleges to meet several Gatsby benchmarks.

Since launching in 2018, it has connected with over 150,000 children and young people via industry talks, workplace encounters, lesson plans, and industry informed resources, all of which are hosted on the Discover! Creative Careers website. It also hosts a range of toolkits including the popular [Careers Finder](#). The website is the only site to bring all subsectors of the creative industries together and deliver content that is entirely informed or created by industry partners.

The **Senior Programme Manager (Discover! Creative Careers)** develops and implements the year-round programme of activity for our target audience. This includes commissioning packages of sub-sector specific content i.e. videos and lesson plans, which are complemented by live industry panels and other online and in person events. They also manage the delivery of training

for careers professionals across England in liaison with partners, Careers and Enterprise Company (CEC) and the Careers Development Institute (CDI).

The Senior Programme Manager works closely with the Programme Lead (Discover Creative Careers) on the design of the annual Discover Creative Careers Week, overseeing school and college registrations and the subsequent matching with CI employers who offer interactive activities such as a building tours, talks, workshops or discussions, so young people can hear directly about different sectors, job roles and career pathways. This is further supported by Speakers for Schools who run a Virtual Programme of insights and workshops as part of the Week. The Senior Programme Manager also works closely with DCC's Communications Manager to provide the relevant information and planning to ensure effective engagement and communication with all stakeholders.

A key part of the role in building relationships with careers professionals and educators - and the networks that support them - to ensure the programme engages with schools and colleges, particularly those in our priority areas. This includes liaising with Careers Hubs, Local Enterprise Partnerships (LEPs), Local Authority Leads and others. The Senior Programme Manager also works to secure industry engagement across the programme with support from the Programme Lead, drawing on DCC's steering group of creative industry partners, and beyond.

The Senior Programme Manager will report to the Programme Lead (Discover Creative Careers) and assist them in reporting to the Department for Digital, Culture, Media, and Sport, and Arts Council England. They will directly line manage the Programme Assistant (Discover Creative Careers) who also supports the Communications Manager (Discover Creative Careers).

Key responsibilities:

- Commission sub-sector specific lesson plans, videos and other online content drawing on DCC's steering group, and others industry representatives.
- Shape and implement the monthly programme of online industry sessions for schools and colleges to attend, adhering to best practice safeguarding measures.
- Build strong relationships with Local Authority Leads, Careers Hubs (and their Enterprise Coordinators), Local Enterprise Partnerships (LEPs) and others in all 77 priority locations to maximise engagement with target beneficiaries (11-18 year olds).
- Liaise with specialist industry representatives, including the steering group, ensuring Discover! programme content reflects all 12 subsectors of the creative industries
- Deliver online and in-person training to careers professionals across England.
- Coordinate and lead quarterly Focus Group meetings both with Teachers and Careers Professionals to ensure the programme responds to ongoing feedback from its target audience. (NB. a new Youth Focus Group is being piloted in November 2023)
- Manage relevant budget lines for resources and training.
- Work closely with the Communications Manager (Discover Creative Careers) and Programme Assistant (Discover Creative Careers) to schedule and secure industry and school engagement in Discover Creative Careers Week.
- Support the Programme Lead (Discover Creative Careers) with reporting to DCMS, and the management of the independent Discover Programme Evaluation

Essential skills and experiences:

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- Experience of designing and implementing careers programmes and activities within agreed timeframes
- Experience of working with secondary schools, colleges, Local Authority contacts, and careers professional and others such as careers hubs and LEPs.
- Experience of managing complex projects involving multiple stakeholders, working proactively, diplomatically, and supportively to deliver a single project
- Excellent communication and influencing skills (both written and verbal)
- The ability to communicate with a wide range of people
- Highly developed interpersonal skills, with the ability to work proactively with people at all levels
- Experience of facilitating training online and in-person.
- Well-developed negotiation skills
- 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 line management
- Experience of working in the creative industries
- Knowledge of Gatsby Benchmarks

Other skills and attributes:

- Leadership: a natural leader who inspires others to share the vision for a project and to want to give their best to support delivery
- Empathetic: able to connect with young people and support them
- Communication: a strong verbal communicator who is confident talking to people in different organisations and sectors
- Integrity: you set yourself high ethical standards and ingrain those ethics into the project
- Judgement: you can make sensible decisions about when you should make a judgment 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 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+, minority ethnic groups, 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.