

Job Title:	Fund Coordinator (Unscripted)
Reports to:	Head of Unscripted and Children's TV and dotted line reporting to Senior Learning and Development Manager
Salary:	£26,000 - £28,000 per annum depending on experience
Contract type:	Permanent
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 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.

Role purpose:

The **Fund Coordinator (Unscripted)** is a new role which will have responsibility for supporting the Head of Unscripted and Children's TV and the wider Unscripted TV team. This includes diary management, scheduling Council, Steering Group and Working Groups meeting, taking minutes, and issuing meeting related paperwork.

In addition, the role will support delivery of the online short courses by scheduling Zooms, providing technical support for each session, adding training instances on the website, raising POs, and issuing any training related paperwork before and after the training etc.

This role will also include providing coordination and support for Unscripted Fund (USF) team events including those aimed at regional industry groups, and the identification and support of new trainers.

Key responsibilities:

- Scheduling Zoom meetings for all online training
- Zoom hosting and providing tech support for online training as required - including sharing presentations, clips, creating breakout rooms etc
- Sending training materials to all participants
- Adding training information to the website
- Raising purchase orders
- Booking British Sign Language interpreters
- Sending out monthly feedback to all short course trainers
- Organising Council, Working group and Steering group meetings
- Minute taking, collating reports and paperwork related to Fund reporting
- Managing diary for the Head of Unscripted and Children's TV
- Answering queries in the USF inbox
- Managing the USF contacts in HubSpot
- Managing USF training e-mailing list
- Booking and arranging travel and hotels

- Supporting the USF team's work with new trainers, particularly in the nations and regions
- Sending out the monthly USF newsletter
- Manage the ScreenSkills wide Trainer Provider database, adding new companies and tracking consent forms
- With support from the Head of Unscripted and Children's TV, contact Children's TV companies about the Fund, raise invoices for contributions to the Children's TV Skills Fund and monitor payments

Essential skills and experiences:

Essential:

- Excellent organisation and administration skills
- Ability to work under pressure and prioritise several competing demands
- Excellent knowledge of Zoom functionalities
- Good understanding of the admin functions of the ScreenSkills platform
- Good interpersonal and communication skills
- Ability to work under own initiative
- Maintain confidentiality, in particular when handling financial sensitive documents

Preferred:

- Some knowledge of the Unscripted sectors would be an advantage
- Keen for occasional travel and overnight stays as it may be involved, but notice will be given.

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 global majority backgrounds)
- 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.