

Job Title:	Film Programmes and Placements Lead (Maternity Cover)
Reports to:	Film Team Manager
Direct Reports:	Film Programmes and Placements Administrator
Salary:	£33,000 - £36,500 per annum (depending upon experience)
Contract:	Fixed Term, Maternity Cover up to 12 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 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.

Role purpose:

The ScreenSkills Film team works with the UK film industry to help ensure it has the workforce it needs to thrive. This is paid for by voluntary contributions by the Industry (the Film Skills Fund).

The **Film Programmes and Placements Lead** is the key point of contact for all features production teams contributing to ScreenSkills Film Skills Fund, managing their access to, and hiring of, all New Entrants and Mid-Level training and development placement initiatives. The post holder will be responsible for matching supply with demand for trainees and mid-level placements across the UK and building ScreenSkills' evidence base on industry trainee needs. They will use industry intelligence to forecast trainee and mid-level placement needs of productions.

The role is customer facing for both productions and those on a wide range of placements, providing the beneficiaries with support and advice throughout the intervention. The post holder are therefore responsible for providing excellent standards of customer service, proactively creating new business and following up on leads, and building a reputation for the service of delivering consistent excellence.

The Film Programmes and Placements Lead will be assisted by the Film Programmes and Placements Administrator, who they will line manage.

Key responsibilities:

Trainee Finder

- Collaborate with colleagues in our high-end TV department to plan and manage recruitment campaigns for trainees developing innovative approaches to specifically improving the diversity profile of applicants to Trainee Finder as well as ensuring the profile of successful trainees reflects and responds to industry needs
- Once accepted onto the programme, be one of the main contacts for all trainees ensuring their wellbeing and engagement
- Work closely with the Film Team Manager and HETV managers to ensure all tracked and FSF-paying productions are contacted regarding trainee opportunities, well in advance of principal photography.
- Liaise with productions taking on trainees, ensuring prompt exchange of CVs and all necessary follow-up paperwork
- Once placed on a production, support productions and trainees in the development and completion of trainee plans
- Manage the Trainee Finder Film database and the day to day placement of trainees
- When necessary, manage end-to-end training provision for trainees
- Plan and manage added value development opportunities for trainees on the scheme, enhancing their employability
- Contribute to the future development of Trainee Finder and supporting bids for public and private investment

Make a Move and Film Forward (where placed on physical productions)

- Work with productions to assess and confirm eligible candidates for the step-up programmes
- Once placed on a production, support productions and programme beneficiaries in the development and completion of placement plans and future career progression
- Manage Placement tracking documents to report progress to wider film team

Career Progression Programmes

- Collaborate with the Film CPD team to monitor and report on CPD placement opportunities
- Promote CPD programmes to productions to highlight value and training opportunities for beneficiaries
- Once placed on a production, support productions and programme beneficiaries in the development and completion of placement plans and future career progression
- Manage CPD tracking documents to report progress to the wider film team

Team support and reporting

- Lead on contracting in collaboration with the funds team for successful applications, with a focus on ensuring robust deliverables and targeted milestones and suitable budgets are in place
- Proactively engage with external stakeholders such as Producers, Line Producers, Heads of Department to forecast placement requirements.
- Work collaboratively across teams to share industry intelligence, and join up activities
- Lead on monitoring of the deliverables ensuring timelines and agreed delivery budgets are on track ensure all deliverables are met and on time
- Manage the access to grants for FSF contribution productions
- Manage effective and professional relationships with industry training providers
- Provide internal and external reporting on Film Team activity as required
- Represent ScreenSkills at external events to promote Trainee Finder.
- Line manager responsibilities for the Film Programmes and Placements Administrator and support with their career development

Essential skills and experiences:

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- Experience and knowledge of the Film industry including production needs, timescales and departments
- Effective positive human relations skills including tact, diplomacy, and ability to work with all levels of staff and leadership
- Ability to develop and maintain partnerships and relationships
- Proactive and high level communication and administration skills
- Solid experience of managing talent databases and/or recruiting talent
- Strong initiative
- Strong people skills

Preferred:

- Knowledge of different marketing methodologies
- Experience of using a content management system such as word press
- Knowledge of ScreenSkills' portfolio and opportunities
- Experience of new entrant training programmes
- Line manager experience

Other skills and attributes:

- Good team player, but happy to lead on own work area
- Strong professional image
- Excellent IT skills across Microsoft Office including word and advanced excel
- Excellent problem solver and *can do* attitude
- Customer services training

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 returning parents or carers who are re-entering after a career break, women, people who are LGBTQ+, minority ethnic people, and any other under represented group).
- 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.