

Job title:	Programme Assistant (Discover! Creative Careers)
Reports to:	Senior Manager (New Projects) - Discover! Creative Careers <i>Dotted reporting line to Programme Lead – Discover! Creative Careers</i>
Direct reports:	N/A
Contract:	Fixed term to 31 March 2026
Salary:	£25,210 per annum
Location:	ScreenSkills London, Hybrid (2 days per week in the office)
Apply via:	jobs@screenskills.com

About us:

[Discover! Creative Careers](#) (DCC) is a government funded, industry led programme providing specialist information, advice, and guidance about careers across the breadth of the Creative Industries (CIs) to young people aged 11-18 years, and those that support their careers decisions.

DCC's hybrid programme of activities and resources offers meaningful encounters with industry professionals, online tools, training and support throughout the year. Its annual flagship Discover! Creative Careers Week event takes place every November, connecting thousands of young people with hundreds of workplaces to give hands-on insight into the creative industries.

The delivery of Discover! Creative Careers is led by ScreenSkills in partnership with over 25 organisations from across 12 identified sub-sectors and through collaboration with industry, education and careers professionals. Across 2025-26, the programme will receive funding from the Department for Culture Media and Sport (DCMS) for its continuation and significant expansion through several new programme strands.

ScreenSkills is the industry-led skills body for the screen industries - film, television (including children's, unscripted and high-end), VFX, animation and games. It supports 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. It is supported by industry contributions to its 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 **Programme Assistant (Discover! Creative Careers)** supports the team to ensure day to day operations across the programme run smoothly. The role involves some PA duties for the Programme Lead alongside meeting management, data administration, event support (online and in-person) and finance administration.

Key responsibilities:

- Provide PA duties to the Programme Lead, including diary management and general administration support

- Organise and manage internal and external meetings, including relevant stakeholder communications (generating papers, agendas and minutes)
- Support the management of the online Discover! Creative Careers activity and opportunity registration and matching platform and liaise between schools and industry as and when required
- Manage the general enquiries email inbox, fielding enquires and disseminating to the relevant team members, with support from Programme Administrator as needed.
- Support event delivery for a range of online and in-person events, including event set-up, communications and back-end management
- Provide general administration and data management for a range of programme strands
- Support the effective filing of key programme documentation to ensure clear audit trails
- Liaise with finance to raise purchase orders, collecting relevant details from suppliers
- Representing Discover! at occasional in-person events, packing resources and arranging couriers.

Essential skills and experiences:

Essential:

- Excellent administrative, communication and organisational skills
- Experience of working with databases and data management tools such as Excel, Power BI, HubSpot or similar bespoke system
- Experience of working with a website content management system
- Experience of supporting online events such as video webinars
- Ability to work independently and prioritise workload to meet fixed deadlines
- Ability to communicate with a wide range of stakeholders, both internal and external
- Ability to work proactively, diplomatically, and supportively with stakeholders to deliver projects
- Proactive, with a 'can do' attitude

Preferred:

- Experience of providing administrative support for a mid – large scale project, company or programme
- Experience of working on careers, training and/or education programmes
- Experience of working in the creative industries

Other skills and attributes:

- Empathetic: Able to build positive relationships and provide appropriate support to apprentices.
- Communication: a strong verbal communicator who is confident talking to people in different organisations and sectors
- Integrity: Consistently upholds high ethical standards and integrates these principles into project work and professional relationships.
- Judgement: Able to assess situations effectively, making informed decisions independently where appropriate, and knowing when to seek advice or support.
- Problem solving: Approaches challenges with creativity, resilience and remaining solution-focused even when faced with obstacles.

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+, 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.