

Job title:	Interim Chief Operating Officer
Reports to:	Chief Executive Officer
Direct reports:	The funds' management leads and Director of Finance and Operations
Contract type:	Fixed Term (6-7 months), 4 days per week (0.8 FTE)
Location:	ScreenSkills London, Hybrid
Apply via:	Email: jobs@screenskills.com

About us:

ScreenSkills is the industry endorsed strategic skills body for the screen sector. The charity seeks to enable the UK to develop an agile, inclusive highly skilled workforce now and for the future.

We encompass five skills investment funds (film, HETV, unscripted, animation and children's), as well as supporting a pan-creative industry careers initiative for DCMS, Discover Creative Careers.

We have published a new 5-year strategy and are finalising a review of our governance to put a more transparent, accountable and data-led approach at the heart of our approach.

The Board of ScreenSkills are now seeking an Interim Chief Operating Officer to work with the CEO to deliver the next phase of the transformation journey.

Role purpose:

The **Interim Chief Operating Officer** will need to demonstrate strong leadership skills, and extensive experience of managing and delivering transformational change. They will have had prior responsibility for project management, finance, operations, and HR.

We are looking for an individual with an expert mix of business development, management and financial expertise, plus proficiency and understanding of the practices, policies, and procedures of the screen and creative industries. Experience within charity or not-for-profit sector would be desirable.

Key responsibilities:

The Interim Chief Operating Officer (COO) will act as part of the Senior Management team. They will report to the CEO, and take line management of:

- The three Fund management leads who support the delivery of programmes and training for the five skills funds, the Director of Finance and Operations, (and HR in regard to the Culture Change project which currently has a dotted line to CEO for this workstream). Line management of Policy, Research, Marcomms, Vocational and Discover Creative Career leads will remain with CEO.
- Demonstrate strong leadership skills, and extensive experience of managing and delivering transformational changes.
- Responsibility for project management, finance, operations, and HR. We are looking for a candidate with an expert mix of business development, management and financial expertise,

plus proficiency and understanding of the practices, policies, and procedures of the screen and creative industries.

- Experience within charity or the not-for-profit sector would be desirable.

Objectives:

- Work with the Director of Finance and Operations to identify and execute efficiencies and cost savings to meet immediate needs and target longer term financial sustainability with a view to ensuring organisation can trade without unrestricted central deficit by FY 26/27
- Lead and drive internal organisational change across ScreenSkills to enable sustainable and effective delivery of new strategy and governance model.
- Support CEO and SLT to deliver on the new Annual Operating Plan and KPIs
- Work with CEO and Director of Finance and Operations to design and articulate an organisational structure and a longer-term funding model, together with the roadmap to achieving it, ensuring sustainability and removing the need to draw on reserves.
- Translate published and approved strategy into actionable steps for growth, implementing organisation-wide KPIs, goal setting, performance management, and annual operations planning.
- Evaluate priority of pan organisational process improvement projects previously identified, and Identify project leads to drive them forward with a goal of progressing pan organisational working methods, driving cost and time efficiencies and improving reporting and financial visibility of cost effectiveness of programmes.
- Identify and support delivery of longer-term structural solutions to ensure smooth transition when the interim role ends

Responsibilities:

- Set and manage targets for the of the organisation with clear and timely deliverables.
- Analyse internal operations and identify areas for process enhancement and improved efficiencies
- Drive projects across the organisation to improve and streamline reporting.
- Partner with CEO on strategies and actions to enable business development, income generation and growth targets
- Work with CEO to establish sustainable reporting for the board
- Support the senior leadership with collaborative cross team working throughout the organisation.
- Establish consistent tracking and reporting models across organisation. Monitor performance and take corrective measures when necessary. Prepare detailed updates and forecasts for the board
- Build and maintain trusting relationships within organisation at all levels, and with key customers, clients, partners, and stakeholders where relevant and appropriate

Essential skills and experiences:

Essential:

- Proven strategic and transformational change experience
- Significant experience in executive leadership roles
- Highly developed communication skills, people management skills and emotional intelligence
- Understanding and appreciation of advanced business planning and regulatory issues as they affect charities and not for profit companies
- Solid grasp of and supervision of data analysis and performance metrics
- Advanced project management skills and use of project management software
- Experience of development of KPIs and reporting
- Ability to diagnose problems quickly and foresee potential issues

- Ability to galvanise teams across the organisation and across functions and lead projects to re-evaluate systems and procedures in the short and long term
- Operating model and organisational structure development, implementation and communication
- Experience and understanding of income modelling, and future income generation

Preferred:

- Fundraising and understanding of charity sector and governance
- Understanding of the skills, training and education landscape and an understanding of how a non-profit or charity organisation operates within the skills sector.
- TV production and business understanding and experience advantageous
- EdTech experience and business development an advantage
- Basic AI understanding and working knowledge of web tools to support workflow and improve efficiency
- Creation and implementation of reporting systems and templates
- Partnership evaluation and modelling

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.