

Job title:	Communications Assistant (Discover! Creative Careers)
Reports to:	Communications Manager (Discover! Creative Careers) x2
Salary:	£25,210 per annum
Location:	ScreenSkills London, Hybrid (2 days per week in the office)
Contract type:	Fixed term to March 2026, Full time
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 25 organisations 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 expansion.

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 Communications Assistant (Discover! Creative Careers) is a newly created role for 2025-2026 responsible for supporting the expanding communications function and the Communications Manager (Discover! Creative Careers) to deliver the continued implementation of the Discover! Creative Careers communications strategy until March 2026, ensuring promotion of the programme and its aims reaches and engages with its key target audiences and stakeholders through a range of channels.

The post holder will support with ongoing story capture, activity promotion, thought leadership, and strong partner liaison to aid the effective delivery of the various programme components across various channels and in partnership with the strategic communications teams at Department for Culture Media and Sport (DCMS).

Key responsibilities:

- Work with programme funders (DCMS) and key programme partners to ensure the effective development and delivery of the programme-wide communications strategy
- Support with the delivery of the communications plan for Discover! Creative Careers and Discover! Creative Careers Month 2025, to ensure engagement, profile, media reach and content capture
- Support on the content development and delivery of campaign toolkits for Discover! Creative Careers Month 2025
- Work with Communications Manager, Programme Assistant and Programme Administrator to provide communications insights as required for the programme delivery.
- Support the issuing of evaluation and data capture surveys, collating responses for use in programme communications and stakeholder reporting to DCMS
- Work with programme delivery partners including Work Experience and Devolved Nations pilots.
- Work with the Programme Assistant to set up and manage the delivery of our programme of events, including Insight Sessions, Q&A for industry and schools and parent/carer-facing awareness raising open evenings.
- Support with the ongoing development and day to day maintenance of the Discover! Creative Careers website, with support from the Programme Assistant (Discover! Creative Careers)
- Content development and delivery for e-marketing and social media channels and
- Support with communications and coordination for the Discover! Creative Careers Industry Ambassador scheme
- Support Discover! Creative Careers Communications Sub-Group meetings
- Support the effective communication with key stakeholders including programme funders, partners, steering group, focus groups and key industry representatives
- Working with external press/media/design agencies and freelancers related to communications as directed by the Communications Manager

Essential skills and experiences

Essential:

- Experience of writing accurate and engaging copy and implementing content across various channels
- Experience of time-limited programmes
- Ability to work proactively, diplomatically, and supportively as part of a team
- Excellent communication skills (both written and verbal), and 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, including apprentices and employers
- Ability to work well under pressure in a calm, methodical and organised manner
- Able to work independently and prioritise workload to meet fixed deadlines
- Experience of using website CMS, CRM systems for data segmentation and e-marketing, social media content creation and scheduling
- Experience of Adobe Creative Suite

- Basic video editing experience
- Proactive with a 'can do' attitude

Preferred:

- Experience of working on careers, training and/or education programmes
- Experience of working in the creative industries
- Experience of using Adobe Creative Suite (mainly InDesign and Premiere Pro) and HubSpot

Other skills and attributes:

- Empathy: Able to build positive relationships and provide appropriate support to apprentices.
- Communication: A strong and confident verbal communicator, comfortable engaging with individuals across 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 innovation, 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.