

Job Title:	Programme Assistant – Discover! Creative Careers
Reports to:	Senior Programme Manager – Discover! Creative Careers and dotted reporting line to Communications Manager – Discover! Creative Careers
Salary:	£23,933 per annum
Contract type:	Fixed term to 31 March 2025
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.

ScreenSkills is the lead delivery partner of Discover! Creative Careers (Discover) a free to access, industry-led, national programme working to inspire and inform young people aged 11-18 about creative industry careers. Its year-round offer of hybrid activities, events and resources are accessible via a [website](#) platform, developed in partnership with over 25 organisations, and through ongoing collaboration with industry, education and careers professionals. Discover supports schools and colleges across England to meet several Gatsby benchmarks, the markers for good careers guidance.

Role purpose:

Discover! is currently funded by the Department for Digital, Culture, Media, and Sport (DCMS) with additional support from Arts Council England (ACE). Since launching in 2018, it has connected with thousands of children and young people via industry talks, workplace encounters, lesson plans, and industry informed resources and toolkits, all hosted on the Discover! Creative Careers website. It supports schools and colleges to meet several Gatsby benchmarks, the markers of good careers guidance, through industry informed and created resources, in-person events and training culminating in the annual award-winning Discover! Creative Careers Week each November.

The Discover! programme's key objectives are to:

- Improve the aspirations and knowledge of young people (11-18 years) and inform their parents/carers of pathways and opportunities to enter the creative industry workforce - especially those from low socioeconomic backgrounds.
- Improve teachers and careers advisors' knowledge of careers and pathways into the creative industries, enabling them to provide specialist information, advice and guidance.
- Improve industry's perception of the value of early engagement with educators and young people to support their future talent pipeline.

In addition it aims to address urgent challenges connected to skills shortages building a highly-skilled, productive and inclusive workforce for the future, whilst providing equity of opportunity to

young people in areas of the country facing the greatest disadvantage - currently focused on [77 priority areas](#) across England.

Key responsibilities:

- Managing the Discover! general email inbox, fielding enquiries and disseminating to the team.
- Supporting the effective filing of key programme documentation to ensure clear audit trails are always kept.
- Setting up and minuting quarterly steering group and sub-committee meetings; liaising with finance to raise purchase orders, collecting relevant details from suppliers;
- Updating the Discover! website using the content management system, including written updates to webpages and downloads, uploading digital content, editing, and approving content submissions, checking for broken links.
- Working with the programme's steering group to ensure job profiles and other sub-sector careers information is up to date and cover the breadth of the Creative Industries.
- Supporting the effective implementation and management of the 'Discover! Creative Careers Week' employer and school registration processes and associated databases.
- Assisting with the smooth running of digital events including online event set-up, supporting access and back-end management during live online events.
- Supporting the Communications Manager – Discover! Creative Careers with digital marketing tasks, as required.
- Supporting the programme's external evaluation by collating basic qualitative and quantitative data including web, social media and programme engagement stats, distributing and analysing surveys and gathering testimonials from participants and partners.
- Representing Discover! at occasional in-person events, packing resources and arranging couriers.

Essential skills and experiences:

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- Experience of working with databases such as Mailchimp, Excel, HubSpot or similar bespoke system
- Experience of working with a website content management system to update digital platforms
- Experience of supporting online events such as video webinars
- Excellent communication and organisational skills
- Experience of Adobe Creative Suite or other design/editing software
- Excellent administrative skills
- 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 a single project
- Proactive, with a 'can do' attitude

Preferred:

- Experience of working on careers, training and/or education programmes
- Experience of working in the creative industries

Other skills and attributes:

- Empathetic: able to connect with and understand the needs of a range of stakeholders from young people to employers
- Communication: a strong verbal communicator who is confident talking to people in different organisations and sectors
- Integrity: you set yourself high ethical standards and embed these into your approach to project management
- Judgement: you can make sensible decisions about when you should make a judgement-call yourself and when you should seek advice or guidance
- Problem solving: you are creative, innovative and determined in thinking about problems and you won't let problems get the better of you

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.