

Job title:	Trustees x 4 – Voluntary, unremunerated reasonable expenses paid
Reports to:	Chair of the Board
Location:	Hybrid / In person / different locations around the UK
Commitment:	3-year term (which can be renewed) Board meetings x 5 per year
Review Date:	March 2026
Apply via:	Email jobs@screenskills.com

About us:

ScreenSkills is the industry-endorsed skills body for the UK screen industries, supporting the development of a skilled, inclusive, sustainable and future-ready workforce across film, TV (including children's, unscripted and high-end), animation, VFX, post-production and games.

We provide information, training and development opportunities for people at every career stage to help ensure the UK remains a global leader in screen. We work in partnership with over 1,000 broadcasters, streamers, production companies and training providers to deliver targeted, high-quality training based on industry need.

The five industry Skills Funds - Animation, Children's TV, Film, High-End TV and Unscripted TV - are supported by production and broadcaster contributions. Since 2020, these funds have supported over 133,000 people, tackling skills gaps, improving inclusion and enabling career progression.

In addition to industry funding, ScreenSkills receives public funding from the BFI for Bursaries, and also receives specific funding from the Department for Culture, Media and Sport (DCMS) for Discover! Creative Careers.

ScreenSkills is a national organisation with staff based across the UK. We operate a hybrid model, with a London office.

Role purpose:

ScreenSkills launched its new five-year strategy in October 2024 and has been reviewing its governance in a review begun in early 2024 in response to the Screen Industry Task Force report November 2023. We are now seeking four trustees who have a broad mix of senior industry experience to join the Board, which is made up of senior leaders in the screen industry, for this new phase of the charity's development.

Ideally the Trustees will have experience/expert knowledge in at least one of the following areas:

- **Organisational transformation**

- **Fundraising and partnerships**
- **Education/Skills**
- **Marketing and Communications**
- **Strategic use of data**
- **Technology and AI experience**
- **Equality, Diversity and Inclusion**

The primary responsibilities of the trustees are to provide ScreenSkills with strategic leadership including governance experience, financial oversight, risk and stakeholder management.

The trustees will play a vital role ensuring ScreenSkills can deliver its core purpose and vision and to support the screen sector sustainably as a strategic skills body. As a trustee you will be responsible for the overall management and administration of ScreenSkills, to ensure it complies with charity law and any other relevant legislation. You will have responsibility for ensuring the organisation pursues its charitable objectives as stated in its terms of reference, operational plans and budgets to support the vision and strategy.

As a trustee you will support the senior leadership team to identify major risks to the organisation which are regularly identified and reviewed ensuring systems are in place to mitigate these risks. The trustees will also be required to support the senior leadership team to ensure the views of stakeholders are regularly sought and considered, taking into consideration the external environment.

Applications are actively sought and welcomed from across the UK nations and regions to ensure an improved pan UK representation within the Board. We are seeking a diverse range of individuals willing to bring energy, enthusiasm and commitment to the unpaid role and can broaden the diversity of thinking on our board.

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.

Key responsibilities:

Leadership and Governance

- Support the Board and senior leadership team in setting the charity's strategic direction and ensuring effective governance.
- Responsibility for making well-informed decisions that align with the charity's objectives and complies with relevant legislation.
- Promote a culture of transparency, accountability, and collaboration within the Board and the wider organisation.

Strategic Planning

- Oversee the development and implementation of the charity's strategic plan.
- Monitor progress towards achieving strategic goals and objectives.

- Foster innovation and adaptability to respond to industry changes and emerging opportunities.

Stakeholder Engagement

- Act as an ambassador for the charity, promoting and championing the organisation and representing it at industry events, conferences, and meetings.
- Build and maintain strong relationships with key stakeholders, including industry partners, educational institutions, government bodies, and funders.
- Advocate for the charity's mission and values, enhancing its profile and influence within the screen industries.

Financial Oversight

- Ensure the charity's financial stability and sustainability.
- Oversee the development and approval of budgets, financial plans, and funding strategies.
- Monitor financial performance and ensure robust financial controls and risk management practices are in place.

Essential skills and experiences:

Experience/Sector

- Senior commissioning experience from a broadcaster, whether public service or commercial or SVOD
- Or senior production experience from a broadcaster, streamers, studios and/or independent production company across film, animation and/or television
- Or Senior production / development experience from a VFX company/studio that serves film, television, games and other media.
- Or an adjacent / complementary sector experience with skills as highlighted below
- Leadership or management of an organisation ideally within the film and TV industry or a relevant adjacent sector
- Plus, proven experience on a board as a trustee, NED or in industry body as a council or advisory board member or similar

Other skills and attributes:

- A willingness to devote the time and effort to fulfil the trustee role.
- Good, independent judgement with an ability to think creatively and challenge in a positive manner
- Strategic vision

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.

Further information:

Directors will serve for a fixed tenure of three years. One further term may be served upon re-appointment.

You will be required to undertake an annual self-assessment of your performance and review this in discussion with the Chair.

As part of the annual self-assessment of your own performance, you will be invited to give feedback to the Chair on your views on the performance of the Chief Executive and Executive Team for use in non-attributable feedback to them, as part of the organisation's annual cycle of performance appraisal.

Failure to meet any of the personal responsibilities above will lead to your appointment being reviewed by the Chair.

As a Board Director you are personally responsible for ensuring that you:

- Act as a champion for the organisation.
- Become a leading advocate for the importance of skills.
- Attend four Board and one Council meeting a year.
- Commit necessary additional time outside of Board meetings to support ScreenSkills' work.
- Actively and positively engage in, prepare for, and contribute to discussions of the Board.
- Declare any conflict of interest in accordance with the Conflicts of Interests Policy and Register.
- Always act in ScreenSkills' best interests and do not bring ScreenSkills into disrepute.

The Statutory Duties of a Trustee:

All Board Directors of ScreenSkills are also Trustees of ScreenSkills, Registered Charity number 1015324 (England and Wales). Trustees are required to ensure that ScreenSkills:

- Complies with its governing document, charity law and guidance, company law and any other relevant legislation or regulations.
- Pursues its objects as defined in its governing document.
- Uses its resources exclusively in pursuance of its objects: as a charity.
- ScreenSkills must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.