

Role title:	HETV Skills Fund Council member
Number of available roles:	2
Works with:	Fund Council Members, Fund Council Chair, Fund Council Co-Chair if relevant, Fund Lead, CEO, Finance Director, Board Chair, Board Members (as required)
Commitment:	<ul style="list-style-type: none"> • 3-year term (which can be renewed for a second term) • Attendance at Council meetings – either in person or online (3 or 4 per year) • Pre-reading materials circulated prior to council meetings and checking Council minutes circulated after meetings • Participating in required onboarding within three months of appointment. • Signing terms of reference upon appointment.
Remuneration:	Voluntary – unremunerated, reasonable expenses paid
Apply via:	HETV@screenskills.com (please put HETV Council in the subject)

About us:

ScreenSkills is the industry-led strategic skills body for the UK screen industries. As experts in career development for the screen sector, we offer a portfolio of training, programmes, events, free e-learning and other career resources to support the development of technical and professional skills across all career stages and for people from every background in every Nation and Region.

We use research and data to identify skills gaps and shortages which informs the investment in high-quality and inclusive training programmes made by our five Skills Funds: Animation, Children's TV, Film, High-End TV and Unscripted TV. Our policy and advocacy work is focused on delivering change to support the UK's skilled screen workforce and industry. ScreenSkills is also the lead delivery partner for the Government-funded Discover! Creative Careers programme which helps young people learn about jobs in the creative industries.

ScreenSkills is one part of an ecosystem that supports a world-leading, inclusive and agile workforce now and for the future. We work collaboratively with broadcasters, studios, streamers, production companies and other organisations across all sectors to power the skills needed to drive the long-term success of the UK's screen industries.

ScreenSkills is a charity and registered with the Charity Commission number 1015324 (for England and Wales) and SC039556 (for Scotland).

Role Purpose and Responsibilities:

We are seeking two **HETV Skills Fund** Council Members who work for a production company in **any genre of HETV** with a good understanding of the skills needs of the workforce, and employers in the sector. Ideally, we are seeking one of the members to have business and legal affairs expertise.

Council members have delegated responsibility from the Board of Trustees in line with the Terms of Reference for overseeing the administration of the Fund, advising on the appropriate investment, development and delivery of training for the sector which forms the Operating Plan for the Fund. The Council is responsible for discussing, reviewing and approving in detail the Fund's Operating Plan, which is reviewed and updated annually. They also review the Fund's finances to ensure resources are used appropriately and oversee the risk management of Fund activities.

Councils meet three to four times per year. The agenda and related papers are issued in advance of the meeting and Members are asked to allocate sufficient time to review these ahead of the meeting, so they can fully participate.

On an annual basis, the Council also review ScreenSkills' strategic objectives and, via the Council chair, advise the Board on how to ensure that the strategy continues to deliver for the beneficiaries of the Fund.

Council Members have collective responsibility. This means that members always act as a group and not as individuals.

As a Council member, you are personally responsible for:

- Acting as a champion for the **HETV Skills Fund** and ScreenSkills.
- Advocating for the importance of skills.
- Attending the required number of Council meetings a year.
- Committing additional time to support ScreenSkills' work when necessary.
- Declaring any conflict of interest in accordance with the Conflicts of Interests Policy.

Applications are welcome from across the UK nations and regions to ensure representation within the Skills Fund Councils. We are looking for individuals willing to bring energy, enthusiasm and commitment to the role and can broaden the diversity of thinking within our Fund Councils.

Skills, experiences and attributes:

Desirable:

- Business and legal affairs expertise

Essential:

- Extensive experience of working in HETV in a particular department, or leadership role
- Demonstrable interest in training and development of the HETV workforce
- Commitment to supporting an inclusive industry and HETV workforce
- Capacity to devote the time and effort to contribute to the HETV Skills Fund Council.
- Ability to think creatively, be solution oriented, and challenge in a positive manner
- Council members are required to represent their organisation and the region in which they are based

Further Information:

If you have any question about what the role entails or the commitment required or any further information to see if this would be right for you, please reach out to HETV@screenskills.com

This role description is issued as a framework to outline the main areas of responsibility at the time of writing.

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.

Induction Record		Completed (Date)
Introductory Meetings:		
Chair (or Co-Chair)		
Fund Lead		
Training /information provided:		
Council Terms of Reference and Delegations of Authority document		
ScreenSkills' strategy, background, structure, and operational framework		
Conflicts of Interest Policy and declaration requirements		
Data protection obligations		
Charity governance principles and charity law obligations (including the requirement for funds to be used solely for charitable purposes)		
Communications protocols regarding Fund donations		

Note: Induction must be fully completed within three months of joining the Council.