

<b>Job Title:</b>	Film Programmes and Placements Administrator
<b>Reports to:</b>	Film Programmes and Placements Lead
<b>Salary:</b>	£25,850 per annum
<b>Contract type:</b>	Fixed Term to 31 <sup>st</sup> March 2027
<b>Location:</b>	ScreenSkills London, Hybrid (min 2 days per week in the office)
<b>Apply via:</b>	Email <a href="mailto:jobs@screenskills.com">jobs@screenskills.com</a>

## About us:

ScreenSkills is the industry-led skills body for the UK's screen industries – film, television (high-end, children's, unscripted), VFX, animation and games. We are supporting economic recovery and future innovation and growth 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 funded by industry contributions to our Skills Funds to help people get into the industry and progress within it.

## Role purpose:

The ScreenSkills Film Team works with the UK film industry to help ensure it has the workforce it needs to thrive. Film Trainee Finder, Film Forward and Film Make a Move are key programmes that ScreenSkills provides and are some of the best known and most widely accessed programmes. They place cohorts of carefully selected trainees and beneficiaries with productions for on-the-job training and support underrepresented groups to progress their careers.

In addition, following on from short course Continuing Professional Development (CPD) interventions selected beneficiaries are increasingly found paid placements on film productions who have paid into the skills funds. This role will support the Film Programmes and Placements Lead in securing these placements and following up on all the associated paperwork and tracking.

The **Film Programmes and Placements Administrator** will be an integral part of the team, working closely with the Film Programmes and Placements Lead and the Film Team Manager, as well as the Film CPD team, to deliver and ensure the smooth running of the department's programmes and placements.

## Key responsibilities:

As part of the team, your role will include the following:

- Be the first point of contact for all general phone and email enquiries related to Trainee Finder and all other Film programmes, dealing with them in a professional and timely manner
- Be an integral part of the annual ScreenSkills Trainee Finder recruitment process
- Support Film Programmes and Placements Lead with this industry-respected programme to meet productions' crewing needs including all paperwork, contracts and follow-ups to tight deadlines

- Manage paperwork for placements including grant applications, interviews, induction, training, contracts and placements as well as follow-up.
- Manage Film and CPD (Continuing Professional Development) paid placements paperwork including upkeep of cohort booklets, production interviews, placements, progression plans and production invoicing.
- Manage placement tracker and database spreadsheets and assist with reporting placement progress to the wider team/company
- Assist in planning and delivering training, industry events and networking opportunities for programme participants throughout the year, including booking travel and accommodation
- Working with Film colleagues to track outcomes and longer-term individual career succession of individuals taking part in Trainee Finder, other programmes
- Assisting in maintaining a relevant and up-to-date database of industry contacts, including inputting communication updates on ScreenSkills' CRM platform
- In liaison with the Marcomms team ensuring that the Film-related sections of ScreenSkills' website are up to date, creating a positive and accurate experience for users
- Assisting the Film Programmes and Placements Lead with maintaining trainee and alumni engagement, offering practical support where required.
- Liaison with Marcomms/productions to provide release date info, trainees on productions, and talking to productions to provide on set stills of trainees and production stills.

#### **Essential skills and experience:**

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- Excellent written and communication skills
- Attention to detail
- Accuracy of monitoring and maintaining accurate records during the Trainee Finder recruitment process
- Time management
- Proficiency of Microsoft Office 365, MS Office (Word, Excel, Outlook, PowerPoint) and Zoom functionalities

#### **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 from the lesbian, gay, bisexual and transgender communities and Black, Asian and people of colour).
- 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.**