

Job Title:	Project Coordinator
Reports to:	Interim Chief Operating Officer
Salary:	FTE £30,000 - £35,000 per annum depending on experience
Contract type:	Fixed Term, Part time / Full time (up to 35 hours per week for full time)
Location:	ScreenSkills London, Hybrid
Apply via:	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.

Role purpose:

The **Project Coordinator** provides administrative and coordination support to the Interim Chief Operating Officer (COO), helping to ensure the COO's portfolio of strategic and operational projects is accurately captured, well organised and progressing as planned.

The role focuses on building and maintaining clear project timelines, tracking actions and dependencies, following up with internal and external stakeholders, and escalating risks or issues early. By bringing structure, clarity and reliable follow-through, the Project Coordinator enables the COO to stay well informed, focused on priorities, and confident that agreed actions are being delivered.

Please note, this role is open to Full-Time or 0.8 FTE.

Key responsibilities:

Project coordination & tracking:

- Support the COO in coordinating a portfolio of strategic and operational projects across the organisation
- Build and maintain clear project timelines, action logs, and trackers using Microsoft tools
- Track actions, deadlines and dependencies, ensuring progress is visible and up to date
- Proactively chase actions with internal and external stakeholders and follow up on outstanding items
- Escalate risks, delays or issues early, with clarity and good judgement

Communication & reporting

- Prepare clear written updates, summaries and briefing notes for the COO
- Ensure the COO is consistently well informed on:
 - What's been done
 - What's coming next
 - Where things are at risk or blocked

- Support the preparation of materials for meetings, Board meeting, steering groups or senior discussions
- Act as a point of coordination between the COO and cross-functional teams

Stakeholder coordination

- Work confidently with senior internal stakeholders across multiple functions
- Coordinate with external partners or stakeholders as required
- Build strong working relationships based on clarity, reliability and follow-through

Ways of working

- Maintain accurate records, documentation and project artefacts
- Help improve consistency and structure in how projects are tracked and reported
- Support the COO with ad-hoc administrative or coordination tasks linked to project delivery

Essential skills and experiences:

- Strong organisational and coordination skills with excellent attention to detail
- Some experience in an administrative, project coordination or operations support role
- Clear, confident written communication
- Ability to track multiple activities and priorities at once
- Confidence chasing actions and deadlines, working sensitively with senior stakeholders
- Demonstrate confidence in managing sensitive and sometimes confidential planning data and communications
- Good judgement in spotting risks or gaps and escalating appropriately
- Comfortable using Microsoft tools (e.g. Outlook, Word, Excel, PowerPoint, Teams)
- Exposure to cross-functional working in a complex organisation
- Interest in operations, project delivery or organisational effectiveness

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.