

Job title:	Training Liaison Manager, Wales
Reports to:	Senior HETV Training Liaison Manager
Salary:	£35,700 per annum
Contract:	Permanent, Full Time
Location:	Remote, Wales
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.

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 production of Film and Television in the UK is growing at an unprecedented rate resulting in the need for a significant expansion of the workforce to meet demand in every key production hub whilst ensuring that this expanding workforce is inclusive.

The **Training Liaison Manager, Wales** is the lead contact for key screen related and public agencies, related organisations, production companies, locally based broadcasters, freelancers and training companies based in Wales.

The key purpose of the role is to ensure that the ScreenSkills training and skills support in film, television, VFX, animation and games is understood and utilised locally and to positively support and work collaboratively to support the expansion, growth, and inclusive makeup of the workforce in Wales.

The role will lead on strengthening and overseeing the successful delivery of local partnership skills activities as well as working to ensure placements and wider TV skills training being delivered in Wales by ScreenSkills are running effectively. The role will act as a first point of call for individuals working on ScreenSkills placements in trainee and advanced level roles supported by ScreenSkills in TV and film productions in Wales.

The role will work closely with the Senior HETV Training Liaison Manager, the Head of Unscripted and Children's TV and the Head of Film CPD & Future Skills with accountabilities to explore and secure new collaborative partnership opportunities in Wales whilst nurturing and maintaining established relationships to ensure that our training in the Nations is meeting the local industry needs.

The role will work in collaboration with the wider ScreenSkills teams to ensure a joined-up collaborative approach to support the industry.

This is a remote working area based in Wales with occasional requirements to attend meetings in London or other parts of the UK. Hot desks will also be secured in Wales for the role to utilise.

Key responsibilities:

- Proactively work as an advocate to ensure that the skills programmes and support ScreenSkills delivers is widely understood and utilised by the Welsh based screen workforce and productions filming in Wales.
- Manage the HETV skills fund nations working group including overseeing allocated annual budget from the HETV council, to enable the working group to commission bespoke local training, complimenting the national offer.
- Help recruit appropriate local industry figures to join ScreenSkills Working Groups
- Manage the HETV programme budget in Wales ensuring the spend is monitored carefully and providing regular updates to the working group.
- Manage the delivery of the HETV grade shortage training programmes identified by the Wales working group which includes the tendering process
- Build relationships with new training providers and managing the relationship with established training providers to ensure all objectives, timelines and agreed delivery budgets are on track and deliverables are met for the fund.
- Support the Film Skills Council regional members
- Work with the Head of Film CPD and Future Skills to allocate regional spend
- Gather and review feedback from participants on their programmes and ensure that any recommended improvements are acted on.
- Proactively communicate and cooperate with all of the local organisations and training bodies to ensure ScreenSkills is collaborating with all key players, updating them with relevant information, seeking collaborative opportunities and are delivering programmes to complement, not duplicate - including actively exploring the possibility of collaboration and match-funding.
- Work in partnership with the new BFI Skills Clusters as a main point of contact for ScreenSkills in Wales, providing timely information around commissioning of programmes and placements to avoid duplication and pursuing opportunities for joint working.
- Be the lynchpin across all HETV commissioned training in Wales ensuring value for money, quality of training and equal access across all their training programmes.
- Be the first point of contact for individuals working on placements at trainee and advanced levels in Wales, supporting the Head of HETV Mid-Career Progression and the Film Team Manager in engaging with participants of key programmes while on set.
- Liaise with other project managers across ScreenSkills to ensure collaborative working across our training programmes when appropriate, which could include co-funding certain programmes.
- Work with the HETV Senior Training Liaison Manager to keep all HETV grade shortage process documents, trackers and tender documents up to date.
- Gather information about potential upcoming productions in Wales and share this intel with the relevant Skills Fund teams and encourage those productions to contribute to the relevant ScreenSkills Fund.
- Head up the HETV production startup meetings for all productions paying into the HETV skills fund in Wales.
- Contact all contributing productions to ensure that they understand the benefits of the Skills fund they are paying into.
- Support the programme leads across the Skills Funds by visiting trainees and individuals being supported on the programmes with production placements, monitoring their progress and reporting back to the programme leads
- Day-to-day liaison with beneficiaries, potential beneficiaries, HODs, freelancers and LOTs to increase awareness of how ScreenSkills can benefit them but also to increase the professional pool in Wales.
- Be the HETV and Film 'Make a Move' ambassadors in Wales - start up meetings with the pairs, one or two follow-up check-ins per show and on wrap and also doing set visits.
- Support the recruitment of LOT and Trainee Finder to ensure awareness and proportional uptake in the Nations.

- Responsible for gathering an overview of stats in Wales for all departments in HETV and Film and to give a year-by-year overview of spend and engagement (where possible)
- Provide reports as needed for the Skills Fund councils and Working Groups
- Build and develop a proactive relationship with Screen Alliance Wales to explore any potential partnership activities to support further development and growth of the workforce in relation to their commissions and development activities.
- Strengthen and build new relationships with training providers, critical education providers, local screen industry companies and other key contacts across Wales to ensure that everything offered by the ScreenSkills and the Skills Funds, is understood and utilised effectively.
- In coordination with the wider skills fund teams, organise and oversee skills fund specific events, webinars and panels in Wales with local industry and in partnership with local Broadcasters and public agencies to ensure that local industry understands the work of ScreenSkills and how it can support them and to feedback on local workforce challenges.
- Support the wider HETV, Film, Children's, Animation and Unscripted TV teams to promote opportunities for training on new and established skills programmes to ensure new entrants and local crew in Wales are benefitting from the programmes.
- Provide the HETV Senior Training Liaison Manager, Head of Unscripted and Children's TV, Head of Film CPD & Future Skills and the wider teams with regular updates and reports when required on the progress of all ScreenSkills delivery in Wales, including updates on new and existing local training providers and key contacts.
- Attend local screen related events and meetings, and organise and oversee local networking events for the ScreenSkills HETV, Film and TV teams when required.
- Manage the marketing and sponsorship budget for Wales, identifying possibilities to maximise promotional and sponsorship opportunities
- Proactively use social media in coordination with the ScreenSkills Marcomms team to ensure activities and successes are promoted effectively and regularly. Highlight further local promotional opportunities to the Marcomms team to further provide exposure for ScreenSkills locally.

Essential skills and experiences:

Essential:

- Experience in a project manager role ideally within television or a creative organization with the ability to execute and implement projects with minimum guidance.
- Good knowledge of the screen industries in Wales.
- Relationships with public sector screen and creative industries related bodies in Wales.
- Knowledge of screen training and delivery.
- Outstanding communication, organisational, planning and execution skills.
- Ability to develop and maintain effective partnerships and relationships.
- Outgoing approach - enjoys building relationships with industry and individuals at all levels and getting out into the industry.
- Excellent interpersonal skills with the ability to work with all levels of staff and leadership.
- Excellent research skills.
- Ability to work autonomously.
- Flexibility to work out of hours and at weekends on occasion, when required.
- Skills across database management, social media platforms and Excel.
- Excellent attention to detail.

Preferred:

- Experience in a training and skills related role.
- Excellent writing and proof-reading skills.
- Adept at using social media as an effective communication tool.
- Experience of working with people to support progression.
- Experience of working within an outreach role, working, and building partnerships with industry and community organisations.

Other skills and attributes:

- Excellent team player.
- Proactive approach both within team and wider organisation.

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.