

Job title:	Bursaries Administrator
Reports to:	Bursaries Programme Manager
Salary:	£15,126 - £16,200 per annum (FTE £25,210 - £27,000 per annum) depending on experience
Contract:	Fixed Term to March 2026. Part Time 0.6 FTE, 21 hours per week
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 **Bursaries Administrator** will be responsible for the smooth running of ScreenSkills' bursary programme, related meetings and the handling of queries received by the team as well as communicating with applicants and potential applicants.

Key responsibilities:

- Review submitted applications for completeness and accuracy, including following up with applicants on necessary amendments.
- Assess applications to open bursary schemes, obtaining appropriate advice and references, reaching a judgement or recommendation for approval to senior members of the delivery teams
- Be a point of contact in relation to bursary queries
- Issuing offer letters and declinations to applicants, ensuring all internal procedures have been followed beforehand
- Checking correct evidence has been supplied at end of the bursary life cycle
- Processing payment requests for each bursary award
- Tracking live bursary awards against their expected start and end dates
- Provide any administrative support to the Fund Team as reasonably required.
- Assist with regular reporting about bursaries
- Making sure website content is up to date and accurate – suggesting changes where necessary
- Representing bursaries at events both face to face and remotely

Essential skills and experience and/or qualifications

Essential:

- Experience of working in a small team and managing a busy workload with multiple concurrent deadlines
- Experience of following processes that require significant attention to detail, ensuring accuracy at all times
- Experience working in a customer facing role, providing high standard of customer service
- Proven experience of office administration
- Understanding of processing financial and confidential information
- Ability to devise, improve and maintain administrative systems
- Excellent IT skills including the ability to use MS Office products (Word, Excel, Outlook, PowerPoint)
- Aptitude to learn BBGM grant management software

Preferred:

- Experience or knowledge of grant making
- Experience of using BBGM
- Experience or knowledge of the screen industries
- Customer service training
- Experience working in a matrix environment

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.