



**European Union**

European Regional  
Development Fund



**North  
East  
Screen**

In partnership with  **NESIP**

<b>Job description:</b>	<b>Talent and Professional Development Manager</b>
<b>What we do:</b>	We develop and champion North East England as one of the UK's leading film and TV production hubs where exceptional screen industry talent can live, create, and work.
<b>What you'll do:</b>	Working with the Head of Talent and Professional Development you'll be responsible for driving our organisation forward to deliver cutting edge talent and professional development programmes for above and below the line industry professionals.
<b>Who you'll report to:</b>	Head of Talent and Professional Development
<b>Who you'll manage:</b>	Talent Development Coordinator (Comedy)

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**Key tasks, could include:**

- Turning strategy into an effective and deliverable plan.
- Undertaking diagnostics with clients to understand their needs.
- Working with the Head of Talent and Professional Development to develop initiatives and programmes to fulfil those needs.
- Delivering a programme of SMART activities and events.
- Managing specific initiatives and strands aimed at early and emerging production companies and talent (writer, director, producer).
- Managing a 'professional experts pool' across multiple departments and genres who can aid in the design and delivery of high-quality programming and projects.
- To work with the wider team on the planning, promotion, and delivery of talent and professional development activity.
- Horizon scanning to identify national and international opportunities for North East production companies and talent.
- Budget control for all funded projects.



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- Working with internal teams to collect and collate statistical information on production activities and provide regular updates to support the monitoring processes.
- Any other responsibility/task that the Operations Director may consider appropriate to the role, including but not limited to general administrative duties, as directed.

**Additional responsibilities:**

- Help to maintain delivery partnerships at a regional, national and international level.
- Corporate responsibilities including working with line manager to organise work schedule, creating and maintaining professional relationships with other members of staff.
- Demonstrate a personal commitment to North East Screen's Diversity, Equality, and Inclusion responsibilities, which include a positive and proactive approach to equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.
- The post holder must also be available to work outside of office hours when required and support with some out of hours digital support.

**Experience and skills you'll bring to the role:**

- Demonstrable understanding of national industry CPD available and identifying current and future trends.
- Forward thinking and innovative.
- Minimum of 3 years' experience in project management.
- Proven knowledge and understanding in the film and TV industry.
- Understanding of industry skills development needs across the content and platforms.
- Demonstrable experience delivering Continuing Professional Development.
- Experience in budget management.
- Results driven and able to understand and deliver to a variety KPI's.
- Awareness of regional experts and support available.
- Excellent relationships skills and experience of working with key industry talent.
- Ability to recognise promising emerging talent.



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### **Competencies**

- Enjoy creating a team learning environment and able to learn from our team whilst working in a professional manner aligned to our ED&I policy.
- Ability to manage multiple tasks and prioritize workflow.
- Clear, articulate communication skills both oral and written. Numerically literate.
- Respectful of employees, customers and team members in all conversations and communications.
- Good knowledge of MS Office tools including Excel, Word and Outlook. Computer literate including Adobe.

### **Health & Safety**

- Ensure compliance with Company Health & Safety policies, procedures and good practices
- Promote, develop, and implement organisational activities which support and enhance environmental sustainability

The post holder must also be able to in a work flexible way which includes, travel and working at North East Screen's head office in Sunderland and Hartlepool and across the Tees Valley with some out of hours working at events and on digital support.

This post is funded by ERDF and the activities are included in North East Screen's Tees Valley ERDF project. As such the post holder must ensure that the conditions of North East Screen's ERDF project are adhered to across all activities of the role.

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Due to the changing nature of our business this job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.