



In partnership with  NESIP

Job Title: Skills Coordinator

What we do: We develop and champion North East England as one of the UK's leading film and TV production hubs where exceptional screen industry companies can thrive and talent can live, create, and work.

What you'll do: You'll work as part of the Skills team delivering the below the line crew skills training outlined in the delivery plan developing and supporting careers for all from entry level to Head of Department.

You will grow, support, and maintain the crew database in the North East.

You must also be willing/able to work outside of office hours when required.

Must be able to drive and have access to a vehicle.

Who you'll report to: Skills Manager

Key tasks could include:

- Being the first point of contact (email, telephone, etc.) for your team for all enquiries, identifying appropriate next steps.
- Coordinating the team's meetings and diaries, maintaining accurate minutes.
- Providing day to day support for Crew Academy members including offering 1-2-1 CV advice.
- Building and maintaining the database of regional Crew Academy members.
- Coordinating the delivery of our North East Screen Access initiative supporting paid trainee and shadowing opportunities on productions in the North East.
- Coordinating all aspects of both our Going Places and CPD bursary initiatives supporting individuals to develop their careers.
- Responsible for maintaining and updating our in-house crew database updating as their career progresses ensuring we maintain accurate records.

- Coordinating the reporting for Screen Alliance North requirements and monitoring, along with any requirements for the North East Screen Skills Workforce Development Group.
- Working with the Skills Manager to plan and coordinate the Skills events programme including careers & networking events, trainee workshops and masterclasses.
- Working with the marketing team to organise all administrative elements of in-person and online events.
- Coordinating the delivery of our North East Screen Access initiative to promote opportunities to Crew Academy members and to support productions in recruitment.
- Coordinating the Crew Academy's social presence including sharing career progression opportunities.
- Being responsible for the growth and maintenance for the region's crew database, ensuring its relevance and accuracy. Carrying out any relevant research to fill such gaps.
- Working with the Film Office team to identify and promote high profile crew as they register.
- Identify, suggest and prepare case studies for the marketing team which can be used to maximise PR opportunities and demonstrate success.
- Working with the monitoring team to collect and collate statistical information on team activities, providing regular updates to support monitoring and evaluation.
- Any other responsibility/task that the [SMT/MT/line manager] may consider appropriate to the role.

Experience and skills you'll bring to the role:

- Experience of recruitment, selection and developing careers.
- Understanding of the variety of roles required in production.
- Good organisational skills, with proven ability to proactively solve problems and manage complex tasks.
- Experience of supporting and coordinating events: in-person and online.
- Have a client focussed approach and be confident working with people at all levels.
- Experience of using spreadsheets to track information. Accuracy and attention to detail when recording and collating data.
- Good facilitation, negotiation, and problem-solving skills.

- Experience of MS Office tools including Excel, Word, Outlook, PowerPoint.
- Experience using databases and CRMs to accurately record and update information.

Competencies

- Keenness to strive for best practise.
- Clear, articulate communication skills - both oral and written.
- Numerically literate.
- A team player who can work on their own initiative.
- An ability to build strong working relationships with people at all levels.
- Understanding of equality, diversity and inclusion.

Desirable

- Knowledge of the region's existing crew base and skills shortage areas.
- Understanding of all areas of production across scripted/unscripted, HETV, features.

Additional responsibilities

- Corporate responsibilities including working with line manager to organise work schedule, and creating and maintaining professional relationships with staff.
- Demonstrate a personal commitment to North East Screen's diversity, equality and inclusion responsibilities, which include a positive and proactive approach to the equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.

Health and Safety

- Ensure compliance with North East Screen's 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 work in a flexible way which includes travel and working at North East Screen's head office in Sunderland and across the wider North East (includes Northumberland, Tyne and Wear, County Durham and Tees Valley), with some out of hours working expected.



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To **apply** please send in your cover letter aligning your skills to the job description along with your CV by **midnight Sunday 8th October 2023** to **work@northeastscreen.org** with **Skills Coordinator Application** in the subject heading.

Interviews to be held on **Friday 20th October** in Sunderland.