

Job Title:	Education Partnerships Manager
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 talent can live, create, and work.
What you'll do:	You will work with the NESIP Skills and Workforce Development Group. You will manage North East Screen's relationships with HE/FE institutions, which includes managing the Connected Campus initiative, a collaborative effort between North East Screen and the network of HE/FE partners. You will develop and deliver a strategy for outreach work and under 18 activities in schools highlighting opportunities in the screen sector.
Term:	Fixed term contract 2 years Between 22.5 and 37.5 hours to be discussed
Who you'll report to:	Operations Director

Key Tasks, could include:

Working with Partners

- Working with the NESIP Skills and Workforce Development Group to deliver and report on the strategy for growing the regional crew base in line with industry demand.
- Working with our Skills Manager and the Screen Alliance North group delivering and reporting on pan Northern opportunities including pan regional events.

Connected Campus

- Designing and running the subscription model Connected Campus offer with named HE/FE institutions. Further information:
<https://www.screenyorkshire.co.uk/connected-campus/>
- Organise and manage guest speaker sessions, CV workshops, studio visits, and other student-focused initiatives along with support for joint research projects.

- Support research and development projects that bridge the gap between academia and industry practices.

Schools

- Manage the delivery of the strategy for the skills agenda to be included in schools and career service provision.
- Develop and implement outreach programmes aimed at engaging schools in the North East region.
- Organise and deliver workshops, presentations, and activities for school students to raise awareness of careers in the film and TV industry.
- Collaborate with school teachers and careers advisors to integrate film and television industry content into their curricula and qualifications.

Outreach

- Developing and managing an outreach programme including Sunderland's 'Your Future' expo.
- Identifying and working with other education and training providers.

Organisational responsibilities

- Liaise with stakeholders, including broadcasters' skills programmes, university/college staff, students, industry professionals, and funding bodies.
- Managing the budget for the department.
- Working with the monitoring team to track the qualitative and quantitative impact of the Skills strategy across all initiatives.
- 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.
- Working with the Marketing and Communications team to communicate the impact of North East Screen's programme.

Experience and Skills you'll bring to the role

- Demonstrable experience of building effective partnerships.
- Ability to work collaboratively with diverse stakeholders.
- Understanding of educational institutions: schools/HE/FE.
- Broad awareness of film and TV industry, genres, and roles.
- Demonstrable ability to organise events and workshops.
- Minimum of 3 years resource and staff management experience in a similar role.
- Proven project management skills and motivating others.

- Good organisational skills and resilient to external pressures.
- Flexible towards change and have an entrepreneurial approach.
- Experience of managing and working within a budget.
- Ability to analyse and report on the impact of initiatives.
- Understanding of equalities, diversity and inclusion and the challenge of increasing diversity across the workforce.

Competencies

- Self-motivated with a proactive approach to work.
- Ability to work under pressure and meet deadlines.
- Committed to continuous professional development.
- Enjoy creating a team learning environment and able to learn from our team whilst working in a professional manner aligned to our EDI policy.
- Ability to manage multiple tasks and prioritise workflow.
- Clear, articulate communication skills both oral and written.
- Numerically literate.
- Good computer literacy including MS Office (Outlook Excel, Word, Teams, PowerPoint), bespoke databases, CRM.

Qualifications

- Qualifications in project management or a related area are desirable.

Health & Safety

- Ensure compliance with the organisation's Health & Safety policies, procedures, and good working practices.
- Promote, develop and implement organisational activities which support and enhance environmental sustainability.

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.

To apply please send in your cover letter aligning your skills to the job description along with your CV by **midnight Sunday 27th October 2024** to **work@northeastscreen.org** with **Education Partnerships Manager Application** in the subject heading.

Interviews to be held on Friday 15th November in Sunderland.