




**North  
East  
Screen**

In partnership with  **NESIP**

**Job Title:** Skills 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 manage North East Screen's below the line crew skills training programme focusing on developing long term activities for both entry level and professional crew to grow the North East crew base to address skills shortages and service the needs and growth in screen production.

**Who you'll report to:** Operations Director

**Who you'll manage:** Skills Coordinator

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**Key Tasks, could include:**

- Developing and implementing the skills programme delivery plan which delivers a proactive approach to Equalities, Diversity, and Inclusion, actively addressing under representation and exclusion with the aim of diversifying the workforce.
- Working with Film Office Manager/production companies to identify future skills gaps and opportunities (crew departments and grades).
- Developing and growing the North East crew base to meet the needs of production targeting roles where we have skills gaps and shortages.
- Working with the Operations Director to develop and deliver the **Crew Academy** strategy and activity for emerging and aspiring crew.
- **Experienced Crew CPD** - Undertaking individual diagnostics to identify career pathways through the **Advance** programme with the aim of growing the number of Heads of Department and senior crew within the region.
- Supporting trainees and crew who have secured work experience opportunities, trainee placements and higher-level shadowing opportunities in production through our **Access** initiative.

- Supporting trainees and crew stepping up through our **Going Places** bursary initiative.
- Acting as the North East's Skills lead with Screen Alliance North group developing and collaborating on pan Northern opportunities.
- Working with the Education Partnerships Manager representing North East Screen on the NESIP (North East Screen Industries Partnership) Skills and Workforce Development Group which includes HE/FE representatives and industry representatives.
- Identifying and working with other education sectors and training providers.
- 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.
- Working with the Screen Alliance North monitoring team to track and deliver BFI cluster statistics.
- Working with the Marketing Team to communicate the impact of North East Screen's work. Including skills case studies.

#### **Experience and Skills you'll bring to the role**

- Minimum of 3 years resource and staff management experience in a similar role
- Demonstrable in-depth knowledge of the skills and talent required across the screen industries in both scripted and non-scripted production.
- Experience of developing and delivering professional development programmes for both individuals and groups.
- Experience and knowledge of monitoring, evaluating, and reporting activity including career progression.
- Demonstrable experience of building effective partnerships.
- Proven project management skills and motivating others.
- Good organisational skills and resilient to external pressures.
- Flexible towards to change and have an entrepreneurial approach.
- Experience of managing and working within a budget.
- Understanding of equalities, diversity and inclusion and the challenge of increasing diversity across the workforce.
- Clear, articulate communication skills both oral and written. Numerically literate.
- Good computer literacy including MS Office (Outlook Excel, Word, Teams, PowerPoint), bespoke databases, CRM.

#### **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.

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.