

Programme Coordinator

About Screen Yorkshire

Established in 2002, Screen Yorkshire is a high-profile, small organisation, currently working across three key areas of work: Film Office (production support), Skills and Talent Development and Content Investment. Our communications operate across all aspects of this work.

Screen Yorkshire champions the film, TV, games and digital industries in Yorkshire and the Humber. Our aim is to secure and support the very best projects, companies, and individuals, helping to make the region one of the most sought-after destinations for production in the UK. We deliver this vision by investing financially in productions; developing talent to create a skilled workforce; and fostering Yorkshire's global reputation as an outstanding location for creatives.

Job Specification

Contract Term: 37h/5 days per week, 12-month contract

Salary: **£23,793 per annum**

Responsible to: Karen Roch, Skills Manager (Skills) &
Jo Schofield, Senior Talent Executive (The Unit)

The Role

The role of Programme Coordinator will contribute to the programme delivery of Screen Yorkshire's Skills and Talent Development strand of activity; with a particular emphasis on its new entrant work.

Upcoming Skills Training includes:

The Screen Crafts & Digital Skills Bootcamp is a part-time programme over 4 months, designed to give people the opportunity to explore the essential craft and digital skills required for today's creative industries.

This Skills Bootcamp is delivered by Screen Yorkshire and funded by the Department for Education and is an integral part of the Government's Skills for Life strategy. The York & North Yorkshire Combined Authority supports the roll out of Skills Bootcamps across the entire region. The Skills Bootcamp will provide hands-on experience at entry level for those interested in learning the fundamental requirements of working in the fast-changing screen industries. Screen Yorkshire has designed a programme working with industry partners

Viridian FX, XPLORE at Production Park Wakefield and Sticks and Glass. The Skills Bootcamp will be delivered from December 2024 – March 2025 via a series of workshops, site visits and talks delivered by industry professionals.

Other Skills Training: Beyond Brontës: The Mayor's Screen Diversity Programme and a variety of other one off or longer initiatives.

The Unit

The Unit is an open-access production and filmmaking hub in the Bradford district, funded by Channel 4 and Bradford Council. Currently based at Keighley Creative, The Unit provides a hub for the district's already established filmmakers and content creators, as well as providing a space for new entrants to learn and improve their skills, find new opportunities, and create sustainable careers in commercial TV and film production, as well as digital short form. It does this by providing production support through equipment loans, post-production facilities, meeting spaces, and workshops, as well as support from The Unit team.

Responsibilities

- Coordinate and support the organizational, administrative and communication needs of the projects.
- Support staff across marketing and social media outreach.
- Maintain appropriate systems, processes, and databases.
- Support events, including occasional out of hours workshops/events.
- Present a friendly and proactive attitude to staff, participants, and industry guests.
- Oversee the booking of kit hire and log appropriately.
- Support administration around membership, events, & partnership activity.
- Act as a first contact for enquiries, providing information, advice and guidance as required and making referrals to other team members.
- Support with recruitment, relationship management, and wider signposting.
- Identify and book venues, caterers, technical and other support services for events and workshops.
- Organise meetings, participating and taking notes as and when required.
- Track and gather programme data to feed into evaluation reports and assist staff in monitoring key aspects of the programmes.

PERSON SPECIFICATION

Essential requirements

- Excellent organisational and administrative skills.
- Ability to handle busy workloads, to prioritise and to meet deadlines.
- Outstanding communication skills, with the ability to deal effectively with people at all levels.

- Proactive with a people-focused approach.
- Comfortable working in a team.
- Experience using a range of social media.
- Practical IT skills in Microsoft Office applications (Word, Excel, etc.) including an understanding of databases.
- Demonstrable commitment to the principles of diversity and inclusion.
- Commitment to supporting talent in our region.
- Excellent attention to detail
- All staff are expected to embrace and adhere to Screen Yorkshire's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

Desirable

- An understanding and passion for the screen industry and filmmaking
- Knowledge of Yorkshire.
- Previous experience in training or events-based work.

We want to ensure our workforce is diverse and representative of the communities we work with and particularly encourage applications from those who are under-represented within the screen industries. This post is also open to job share applications.

GENERAL

The role involves working in Screen Yorkshire's Leeds office a minimum of one day a week and working at The Unit in Keighley two days a week, remote working from home is possible outside of these days. The role will include attending and assisting with workshops, networking and other events as required, and will involve travel to destinations within Yorkshire. This will include an element of out-of-hours working which will be compensated with time off in lieu.

Please send your CV and covering letter to fiona [@screenyorkshire.co.uk](mailto:fiona@screenyorkshire.co.uk). We are happy to accept applications in alternative formats, e.g. recorded video, or audio message instead of a covering letter. If you need this job description in a different format, please get in touch.

The deadline for applications is **12.00 midday on Monday, 11th of November 2024.**

Interviews will take the week of the 11th of November in our office in Leeds.