



Skills Industry Partnership Manager

Salary: £40k pa

Terms: Full time

Responsible to: Head of Skills

Job Details

The Skills Industry Partnership Manager will play a vital role in our Skills team establishing new partnerships and servicing key industry clients we have partnerships with. This post-holder will also collaborate with other Skills managers to support the access to employment for EAN, Creative Academy members and Metro London Skills Cluster beneficiaries. They will work closely with production companies as well as producers, line producers and production managers to provide details about the Skills services and to service the partnerships agreed which advance our Skills core objectives of diversity and inclusion. They will also collaborate with the team on EAN projects and events.

The post-holder will report to the Head of Skills.

Key Deliverables

Industry Partnerships

- **Relationship Management:** Foster and nurture relationships with industry partners, ensuring seamless and consistent communication.
- **Collaboration Proposals:** Craft tailored proposals that highlight collaboration and funding opportunities in alignment with the interests of Film London and industry partners.
- **Programme Development:**
 - Design, develop, and refine training programmes tailored to the needs of both Film London and industry partners.

- Liaise and collaborate with Head of EAN in relation to the delivery of the programmes and recruitment for industry partners.
- **Contractual Responsibilities:** Ensure fulfilment of all contractual industry commitments with industry directly and by guiding delegated staff members.
- **Skills Team Collaboration:**
 - Work with the Skills team to design and promote training programmes and recruitment efforts.
 - Coordinate with the Skills team for industry-related activities, ensuring diverse and inclusive recruitment and training opportunities.
- **Team and programmes supervision:** Oversee and guide teams and individuals, ensuring successful delivery of programmes pertaining to industry partnerships.
- **Data Management:**
 - Collect, analyse, and interpret data essential to Film London's reporting processes.
 - Maintain databases, ensuring adherence to GDPR guidelines.
- **Industry Liaison:** Stay engaged with industry contacts, channelling opportunities and insights to the skills team for strategic advantage.

Reporting

- **Regular Updates:** Create comprehensive monthly, quarterly, and annual reports or project summaries for various stakeholders, including industry partners, funders, and other concerned entities.
- **Diversity Data Analysis:** Gather and interpret diversity data, drawing parallels with industry benchmarks and broader UK demographics.
- **Budget & Finance:** Collaborate with the Head of Skills and Film London's finance department to:
 - Formulate project budgets.
 - Oversee and regulate expenditure, ensuring alignment with funding contracts and financial projections.

General Duties

- **Inclusivity Adherence:** Unwaveringly operate within Film London's Equality, Diversity, and Inclusion Policies framework.
 - **Versatility:** Undertake any additional responsibilities or duties related to industry partnerships and the Head of Skills as and when required.
 - **Staff Wellbeing:** Play an instrumental role in fostering a supportive environment, aiding the Skills team and the broader Film London staff in wellbeing initiatives and programs.
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Experience and Personal Qualities

Essential:

- Experienced industry executive with a strong background in either film and TV production and / or skills development
- Proactive self-starter with the ability to work on their own initiative
- Highly organised strategic thinker who is able to prioritise
- Strong project management skills
- Skilled in design and produce proposals for partnerships and collaborations
- Excellent persuasive communication skills and proven success at building strong relationships and customer service
- Track record of successful partnership working and experience of brokering deals
- Evidence of robust film & TV industry connections
- Strong team player