



Skills & Opportunities Coordinator

Salary: £32,000 pa pro rata

Terms: Fixed term contract to 31st December 2025 with possible extension to 31st March 2026

Responsible to: Skills Industry Partnership Manager

Start Date: Immediate

Job Details

The Skills & Opportunities Coordinator will be working with the Head of Skills, Skills Industry Partnership Manager and the Skills Team at Film London to manage and implement screen industry recruitment programmes and activities such as work placements, employability, internships, and opportunities for screen industries. The role requires engaging with industry partners, clients, and beneficiaries across the screen industries to support activities and programme delivery. The candidate will ensure equitable access and opportunities for all programme participants, liaise with organisations for mental health and well-being support, and contribute to project evaluations and reports.

Applicants should have industry knowledge, experience in organisational roles within the screen sector, and an understanding of career development challenges. The role demands excellent organisational, communication, and administrative skills.

The Skills & Opportunities Coordinator will report to the Skills Industry Partnership Manager, who in turn reports to the Head of Skills.

Key Responsibilities

- Work with the Head of Skills, Skills Industry Partnership Manager and the Skills Team in the coordination and delivery of recruitment programmes and related recruitment activities.

- Engage with industry partners and clients across various productions and within the screen industries to support programme delivery and training initiatives.
- Connect with beneficiaries within productions and other areas of the screen industry to ensure the effective delivery of activities.
- Commit to all Film London's Skills Team programme beneficiaries have equitable access and opportunities for progression throughout the programmes.
- Identify and liaise with resources and organisations that provide members and beneficiaries with mental health support, well-being services, and other types of assistance.
- Contribute to the evaluation of projects and the preparation of reports for programmes by gathering sufficient data and producing reports.
- Provide support to the Skills Team in other duties as assigned by the Head of Skills and Skills Industry Partnership Manager.

General Duties

- Represent Film London at meetings and events, acting as a spokesperson for the organisation when needed.
 - Adhere to and operate under Film London's Equal Opportunities Policy.
 - Collaborate with other Film London departments to optimise mutual benefits.
 - Perform any additional duties that are suitable for the role.
-

Essential Experience and Personal Qualities

- Knowledge of the skills and roles for the film, TV, games, and animation industries and understanding employer needs within and beyond production.
- Experience in working within the screen industries, ideally in organisational roles.
- Insight into career development and progression within screen sector employment and the ability to support this development.
- Awareness of the challenges faced by diverse communities traditionally underrepresented in the screen sector concerning industry entry.
- A dedication to promoting well-being within the screen industries.
- Adequate organisational abilities, attention to detail, and prioritisation skills to manage a varied workload.
- Strong communication and teamwork capabilities with a history of building relationships with various stakeholders and target client groups.
- Proficient administrative skills, including intermediate-level competency in Excel and presentation software.
- The capacity to meet tight deadlines and work effectively under pressure.
- The ability to work independently and excel within a team setting.