

**ADMINISTRATIVE ASSISTANT, NFTS LEEDS**

**Part time (15 hours per week)**

**Salary up to £23,000 FTE per annum**

**12-month Fixed Term Contract**

**NFTS Leeds,** Leeds

First established in 1971, the National Film and Television School (NFTS) has evolved to become a leading global institution, developing some of Britain and the world’s top creative talent in film, television and games. It is widely acknowledged to be the top school of its kind in the UK and one of the best internationally, being named as one of The Hollywood Reporter’s top international film schools for over a decade. The NFTS is a registered charity (313429).

We are looking for an **Administrative Assistant** to support the NFTS Leeds hub on a part-time, 12-month fixed term contract to facilitate the smooth and efficient booking and running of their courses. There is potential for this role to extend beyond the initial 12 months subject to funding.

Duties include administering course applications, including payments, sending out course information and course evaluations, booking tutors and equipment as required, supporting set-up of training venues, and supporting the team in the smooth operation of the NFTS Leeds hub. The **Administrative Assistant** will work closely with the Head of NFTS Leeds and the Development Manager.

The successful candidate will have a keen interest in film and television. This role would suit someone who is highly organised, with the ability to prioritise and multi-task effectively. This role involves some occasional evening and weekend working.

For further information about this role and details of how to apply, please visit <https://www.nfts.co.uk/jobs>

Closing date for applications is **18th May 2025**.

Interviews will take place on **Tuesday 27th May 2025**

Please note that we are unable to sponsor candidates for this role, so we are only able to accept applications from candidates who are able to demonstrate their right to live and work in the UK.  If you do not have the right to work in the UK, we will not be able to progress your application.

At the NFTS, people are at the heart of what we do. We’re an inclusive employer and are committed to equality of opportunity, and building a culturally diverse workforce. We are committed to being an anti-racist organisation and to increasing our representation of staff from Black, Asian and minority ethnic communities. We strongly encourage applications from all backgrounds.



**ADMINISTRATIVE ASSISTANT, NFTS LEEDS**

**JOB DESCRIPTION**

**Responsible to**: Head of NFTS Leeds

**Purpose of role:**

To act as an **Administrative Assistant**, facilitating the smooth and efficient booking and running of the NFTS Leeds course portfolio working alongside the Head of NFTS Leeds and Development Managers. The role is based from our office at Emmerdale Production Centre, Burley Road. Ideally the 15 hours will be worked across three days. Occasional travel outside of the office may be required.

Core duties and responsibilities include but are not limited to:

* Administer NFTS Leeds course applications, including payment administration and liaising with finance to ensure invoices are sent out and paid in a timely manner
* Maintain accurate financial records of transactions including invoices, card payments and petty cash
* Keeping all students fully informed and updated (e.g. course information, homework)
* Dealing with enquiries (by phone and email)
* Administer course monitoring and evaluation
* Maintaining accurate planning documents, records and archive of all curriculum activities.
* Book rooms, equipment, transport, travel and accommodation as required and administer associated paperwork and communications
* Maintain accurate spreadsheets of all the hub financial activity.
* General administrative duties
* Undertaking any other duties as may be reasonably required in the position.
* Contribute to ensuring that the quality of the student experience on NFTS Leeds courses starts and remains high and that outcomes remain consistent with those of a world-leading film, TV and games school

**Essential Criteria:**

Educated to Higher Level (or equivalent)

Highly organised with exceptional attention to detail and able to multi-task and prioritise effectively

Excellent verbal and written communication skills

An excellent command of English (spelling and grammar)

Computer literate, with general knowledge of Word, PowerPoint and Outlook. Excellent Excel skills.

Excellent time management skills

Ability to work under pressure

**Desirable Criteria:**

General knowledge of web conferencing technology, primarily Zoom and Teams

Awareness /Some general knowledge of SurveyMonkey, Mailchimp and basic website updating

**Person Specification:**

A passion for film, TV and/or games

Enthusiastic, proactive and hard-working

Bright and self-motivated, with the ability to use your own initiative whilst also sharing information with your manager and the rest of the team

Polite, confident and personable, with strong interpersonal and relationship building skills with students and other stakeholders

Able to work occasional evenings and weekends and at events, where necessary