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**DEVELOPMENT MANAGER, NFTS LEEDS**

**Full time, permanent**

**Based:** Emmerdale Production Centre at ITV, Leeds

**Salary:** up to £37,000 per annum

**JOB DESCRIPTION**

**Responsible to**Head of NFTS Leeds

**About NFTS Leeds
NFTS Leeds** delivers a wide range of the NFTS’s world-class certificates and short courses.

Our courses are aimed at anyone who is looking to upskill or progress their career as well as those in need of training to secure their first role in the industry. We also offer bespoke courses, events and masterclasses designed and delivered to support the breadth of talent the North. of England. We are located in the Emmerdale Production Centre at ITV in Leeds.

**Purpose**We are looking for a Development Manager to support the Head of NFTS Leeds in managing the outreach, design, delivery and business management of the course portfolio at the NFTS hub based in Leeds.

The person we require should have experience in working in events or training and preferably within the screen industries.

**Main duties and responsibilities**

Outreach

1. As agreed with the Head of NFTS Leeds, engage with film, TV and games production companies and broadcasters to exploit opportunities for NFTS training to support production aspirations.

2. Manage the implementation of comprehensive and cost-effective student recruitment activities.

Course implementation

3. Support the design, delivery and evaluation of NFTS short courses, certificate courses and part-time courses in Leeds. These courses mainly take place at our base within ITV, but we do deliver across the North of England.

Student experience

4. 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.

Tutor recruitment

5. Support the Head of NFTS Leeds as required in tutor recruitment and administration.

Budgeting

6. Support the Head of NFTS Leeds to maintain budgetary control and keep within financial limits, through effective income and expenditure monitoring and tracking processes.

7. Ensure the Head of NFTS Leeds is fully informed of all curriculum activities. Advise the Head of NFTS Leeds of any budgetary changes to modules e.g. additional tutor or actor days, etc.

8. Prepare contracts, raise purchase orders, and booking tutors, guests, actors and any other external staff needed for activities.

Interpersonal skills
9. Effectively establish and manage stake-holder relationships both internally at the NFTS and externally – inc. production companies, tutors, and broadcasters.

10. A strong eye for attention to detail is necessary.

Operations management/co-ordination

11. Produce and distribute schedules of activities for courses.

12. Book seminar rooms as required. Ensure training room is set out correctly for each course – tables, chairs, training laptops & equipment etc.

13. Book equipment, props, stock, transport and hotels as required.

14. Create risk assessments for workshops and attending any health and safety training sessions required.

15. Prepare paperwork for and coordinate workshop and module feedback, progress reviews and external assessments.

16. Be aware of potential clashes, juggling priorities, being creative in problem solving. Discuss any problems with the Head of NFTS Leeds to find an effective solution.

17. Keep all students fully informed and updated. Deal with student enquiries.

18. Maintain accurate planning documents, records and archive of all curriculum activities.

Other

20. Manage the social media channels to support the recruitment activities for NFTS Leeds.

21. Update and manage the NFTS Leeds website with the latest courses.

22. The ability to be flexible as occasional weekend and evening work will be required.

23. Undertake any other reasonable duties required to ensure the smooth and professional running and development of courses at NFTS Leeds.

**Person specification**

**Essential**

* Excellent planning and organising skills, including the ability to order priorities and meet tight deadlines
* Ability to communicate clearly and confidently orally and in writing with a wide range of internal and external contacts
* Commitment to delivery of a first-class customer service
* Strong interpersonal and relationship building skills with students and other stakeholders
* Attention to detail
* Strong IT skills
* A demonstrable understanding of budgeting
* Experience in developing and designing training.
* An understanding of the Film, Television and Games landscape across the UK.
* Ability to work within a small team and within a start-up environment
* Experience of using social media – Instagram, Facebook and LinkedIn
* Own a full driving licence and vehicle. Occasional travel is required to support courses and events

**Desirable**

* Previous experience in film or television production or development
* Experience of using social media to promote business
* Experience of student recruitment
* An understanding of programme design