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**DEVELOPMENT MANAGER, NFTS SCOTLAND**

**JOB DESCRIPTION**

**Responsible to**

Head of NFTS Scotland

**Purpose**

The purpose of the role is to support the Head of NFTS Scotland in managing the outreach, design and delivery and business management of the course portfolio at the new NFTS hub based in Glasgow.

**Main duties and responsibilities**

Outreach

1. As agreed with the Head of NFTS Scotland, 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 Scotland.

Student experience

4. Contribute to ensuring that the quality of the student experience on NFTS Scotland 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 Scotland as required in tutor recruitment and administration of the lists about them (profiles and comments on qualities)

Operations management/co-ordination

6. Producing and distributing schedules of activities for Short Courses.

7. Booking seminar rooms as required.

8. Booking equipment, props, scenery, stock, lockers, design materials, transport.

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

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

11. Attend Short Courses in order to support the tutor as required.

12. Preparing contracts for, and booking tutors, set dressers, actors and any other external staff needed for activities.

13. Providing support for external events.

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

15. Preparing paperwork for and coordinating workshop and module feedback, progress reviews and external assessments.

16. Being aware of potential clashes, juggling priorities, being creative in problem solving. Discussing problems with the Head of NFTS Scotland to find an effective solution.

17. Keeping all students fully informed and updated. Dealing with student enquiries.

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

Other

19. Use social media to support the recruitment activities for NFTS Scotland

20. Such other reasonable duties as may be required

**Person specification**

**Essential**

* Experience of and skills in developing professional relationships
* Some understanding of programme design
* A demonstrable understanding of budgeting.
* Commitment to delivery of a first class customer service
* Excellent planning and organising skills, including the ability to order priorities and meet tight deadlines
* Attention to detail
* Strong IT skills
* Ability to work within a small team and within a start up environment
* Ability to communicate clearly and confidently orally and in writing with a wide range of internal and external contacts.
* Strong interpersonal and relationship building skills with students and other stakeholders

**Desirable**

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