

**TRAINING COORDINATOR, NFTS SCOTLAND**

**Part time (28 hours per week)**

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

**12 month Fixed Term Contract**

**NFTS Scotland,** Glasgow

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 a **Training Coordinator** to support the NFTS Scotland 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 the approval of external funding.

Duties include administering course and bursary applications, including payments, sending out course information and course evaluations, booking rooms and equipment where required, supporting set-up of training venues, providing ad-hoc tutor support where required and supporting the management team in smooth operation of the NFTS Scotland hub. The Training Coordinator will work closely with the Head of NFTS Scotland/Development Managers in Glasgow and Edinburgh.

The successful candidate will have a keen interest in film and television and will have the opportunity to combine working remotely where appropriate with working face-to-face with the team and supporting in-person training. 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 **20th October 2024**.

Interviews will take place on **Monday 4th November.**

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.



**TRAINING COORDINATOR, NFTS SCOTLAND**

**Responsible to**: Head of NFTS Scotland

**Purpose of role:**

To act as a **Training Coordinator**, facilitating the smooth and efficient booking and running of the NFTS Scotland course portfolio working alongside the Head of NFTS Scotland and Development Managers. The role is a hybrid role with work able to be carried out remotely, where appropriate, and in person (mostly in Glasgow but with occasional travel to our new base in Edinburgh), where required.

Core duties and responsibilities include but are not limited to:

* Administer NFTS Scotland course and bursary 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
* Help make sure training rooms, in various in-person venues and online, are tidy and properly set-up
* Meet and greet all students and tutors (where required)
* Attend in-house training where required
* Providing support for open days and other external events
* 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 Scotland 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 in Excel, Word, PowerPoint and Outlook

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