

NextGen Creative Skills Hub Programme Manager: Job Description

- Job type: Fixed term contract (approx. 22 months, till end of March 2024)
- Hours: Full Time
- Location: Remote with requirements to visit employer/training providers in Greater London area
- Salary: £45,000 per annum
- 25 days holiday per year
- Auto-enrolment in company pension
- Applications close 27th May 2022

[NextGen Skills Academy](#) (NextGen) is an industry-led education initiative that develops future generations of talent for the Games, Animation and VFX industries.

As part of the [Mayor of London's Creative Academy](#) we are partnering with the Greater London Authority (GLA) to deliver the NextGen Creative Skills Hub to address the skills issues of the Games, Animation and VFX industries in London. The Hub will bring together training providers and employers to provide high-quality training pathways into work, with a focus on supporting under-represented groups. The Hub will promote existing and initiate new taster sessions, courses and bootcamps which will take place both in person and remotely.

The Programme Manager will be responsible for developing the hub programmes with employers and the NextGen team. Programmes will be required to meet skills needs and support employment. Working with the Digital Communications Manager they will promote these activities with targeted, under-represented groups to maximise participation. They will work with our senior management team to plan programmes and support training provider partners to deliver training and activities. They will be responsible for maintaining budget, tracking expenditures/transactions, keeping up-to-date records and creating reports for the stakeholders in the project.

Key responsibilities:

- Build on existing employer partnerships and industry networks
- Support planning and coordination of programmes and their activities
- Maintain budget and track expenditures/transactions
- Be point of contact for stakeholders including Mayor's office, training providers and employers
- Work with the Digital Communications Manager to develop an effective online profile for the programmes
- Help build positive relations within the team and external parties
- Schedule and organise meetings/events and maintain agendas
- Keep up to date records and create reports for the stakeholders in the project
- Develop proposals with stakeholders to add to the offer of the hub
- Organise work placements with employers
- Together with the Digital Communication Manager, establish the NextGen Creative Skills Hub Alumni Group
- Ensure job opportunities are shared with the Alumni Group

Skills and experience:

- Previous experience as programme lead, project manager, relationship manager, talent manager or relevant position
- Ability to work proactively and supportively with employers and training providers, understanding and working with their needs
- Excellent verbal and written communication skills
- The ability to work proactively with people at all levels
- Ability to work well under pressure in a calm, methodical and organised manner
- High level organisation skills with the ability to work independently and prioritise workload to meet fixed deadlines
- Experience of working effectively with multiple stakeholders and organisations to deliver a single project
- Demonstrable experience of managing budgets and finance
- Good understanding of risk management

Nice to have

- Hands-on experience of developing or delivering skills projects or training with employers or under-represented groups
- A background of working within the education, skills and employment environment
- Interest in VFX, Animation and/or Games sectors
- Experience in one or more of the Games, Animation or VFX sectors
- Experience in delivering pastoral care of learners
- Experience as a mentor or mentee
- Understanding of current skills challenges in the creative industries

Applicants are encouraged to research the [Mayor's Academies Hubs](#) and the NextGen Creative Skills Hub before applying.

To apply: Please submit a CV and covering letter clearly stating how your skills and experience meet the requirements of the role to recruitment@nextgenskillsacademy.com. Please submit your application at your earliest convenience as will be reviewing applications as they are received.

NextGen is committed to diversity and equality of opportunity in all aspects of our work. We particularly welcome applications from under-represented groups such as returning parents or carers who are re-entering after a career break, women, people who are LGBTQ+, Black, Asian and people of colour, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, from a less advantaged socio-economic background as well as any other under-represented group.