



Met Film School London

Role Title:	Programme Co-ordinator
Contract:	Permanent – Full Time
Reporting to:	Senior Manager, Curriculum Delivery
Salary:	£30,000 - £32,500 commensurate with Experience
Location:	MetFilm School London, Ealing Studios
Start Date:	As soon as possible

The Organisation

MetFilm School is one of the largest film schools in Europe, running BA and MA programmes across our London and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

About the role

We are recruiting a Programme Co-ordinator working within the Education Team to support the Programme Leader and Deputy Programme Leader in the planning, delivery and management of the courses.

Key Responsibilities

Education Administration

- To oversee and manage all administrative and operational aspects of Screenspace undergraduate courses – BA (Hons) Content, Media and Film Production, BA (Hons) Film and Screens Business and BA (Hons) Acting for Screen C working with the Programme Leader, Deputy Programme Leader, Professional Services and relevant MFS operational and administrative teams to ensure communication to tutors and students is timely and delivered effectively through the school's communications network including Quercus, Canvas, Teams and Sharepoint.

- Manage module budgets and produce accurate cost trackers in line with approved programme budgets working to Company deadlines.
- To manage tracking of course resources ensuring accessibility of learning resources for curriculum delivery via the Learning Management System, Sharepoint and other supporting systems.
- To work with the programme team to assist and deal effectively with any students concerns or complaints in courteous and timely manner to ensure compliance with School's Complaints Policy.
- To support the Programme Leader/Deputy Programme Leader in their work, acting as a close collaborator and showing initiative in the proposal of improvements to the student experience.
- To provide excellent administrative support to the Education Team to support delivery of student experience.
- To support the programme team in any MetFilm School events, including screenings and Open Days.

Assessment

- Track, collate and co-ordinate all assessment materials, formatting marking papers, as necessary.
- Create and maintain paperwork related to assessments, including extensions.
- Ensure marks are released to students and awards submitted to relevant boards in a timely fashion.
- Help upload information for staff and students on assessment and student evaluation processes.

Committees, Meetings and Reports

- Produce reports and collate documentation for designated courses/programmes and modules (to inform committees, internal/external audits and for UWL and School planning purposes).
- Support the preparation and collation of annual monitoring documentation.
- Service relevant committees (to include gathering agenda items, distributing paperwork, contributing to the meeting, taking and circulating minutes and ensuring that agreed actions are carried out by the relevant staff).

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with their Line Manager.

Knowledge and Qualifications

Essential

- First degree or Diploma, minimum A levels
- Knowledge of Higher Education
- Administrative experience
- Commitment to diversity, equality, inclusivity and safeguarding

Desired:

- Working within Film and TV or other Creative Industries
- Experience of supporting academic delivery
- Customer Experience

Skills, Experience and Achievements

Essential

- Well-developed organisational and administrative skills
- Budget management
- Ability to work effectively as part of a team
- Proven ability to use initiative, to think strategically, and to adopt an active approach to problem-solving
- Strong interpersonal skills including abilities to communicate, collaborate, influence and network
- Ability to initiate and implement new policies and procedures in collaboration with other members of team
- Ability to work under pressure

How To Apply

To apply for this role please email your CV and a covering letter to: jobs@metfilm.co.uk including the title of the role in the Subject line.

Deadline: Friday 11 November 2022