

SCREENSKILLS TRUSTEE CANDIDATE INFORMATION PACK 2026

WELCOME MESSAGE FROM OUR CHAIR



Thank you for your interest in ScreenSkills and for taking the time to learn more about us.

ScreenSkills plays a critical role in an exciting sector; the UK screen industries are globally renowned for their creativity and innovation. The sector's success is a testament to the skills of a highly trained and experienced workforce. In this period of exponential change, when technology is rapidly changing how we work, and there is increased globalisation and democratisation of content creation, ScreenSkills is committed to ensuring industry has the skills it needs to succeed, now and into the future.

We are passionate about supporting access to our sector for all talent, regardless of background.

We are looking for two new board members to join the team. We welcome people from different industries, with fresh perspectives and valuable expertise. If you share our values and mission we hope to hear from you.

Yours sincerely,
Lisa Opie

ABOUT SCREENSKILLS

ScreenSkills is the industry-endorsed skills body for the UK screen industries, supporting the development of a skilled, inclusive, sustainable and future-ready workforce across film, TV (including children's, unscripted and high-end), animation, VFX, post-production and games.

We provide information, training and development opportunities for people at every career stage to help ensure the UK remains a global leader in screen. We work in partnership with over 1,000 broadcasters, streamers, production companies and training providers to deliver targeted, high-quality training based on industry need.

The five industry Skills Funds - Animation, Children's TV, Film, High-End TV and Unscripted TV - are supported by production and broadcaster contributions. Since 2020, these funds have supported over 133,000 people, tackling skills gaps, improving inclusion and enabling career progression.

In addition to industry funding, ScreenSkills receives public funding from the BFI for Bursaries, and also receives specific funding from the Department for Culture, Media and Sport (DCMS) for Discover! Creative Careers.

ScreenSkills is a national organisation with staff based across the UK. We operate a hybrid model, with a London office.

OUR VISION

ScreenSkills is the industry-endorsed skills body for the screen sector.

We champion and grow the skills of the UK screen industries now and for the future to ensure a world-leading, agile and inclusive workforce, offering people from every background opportunities to realise their potential.

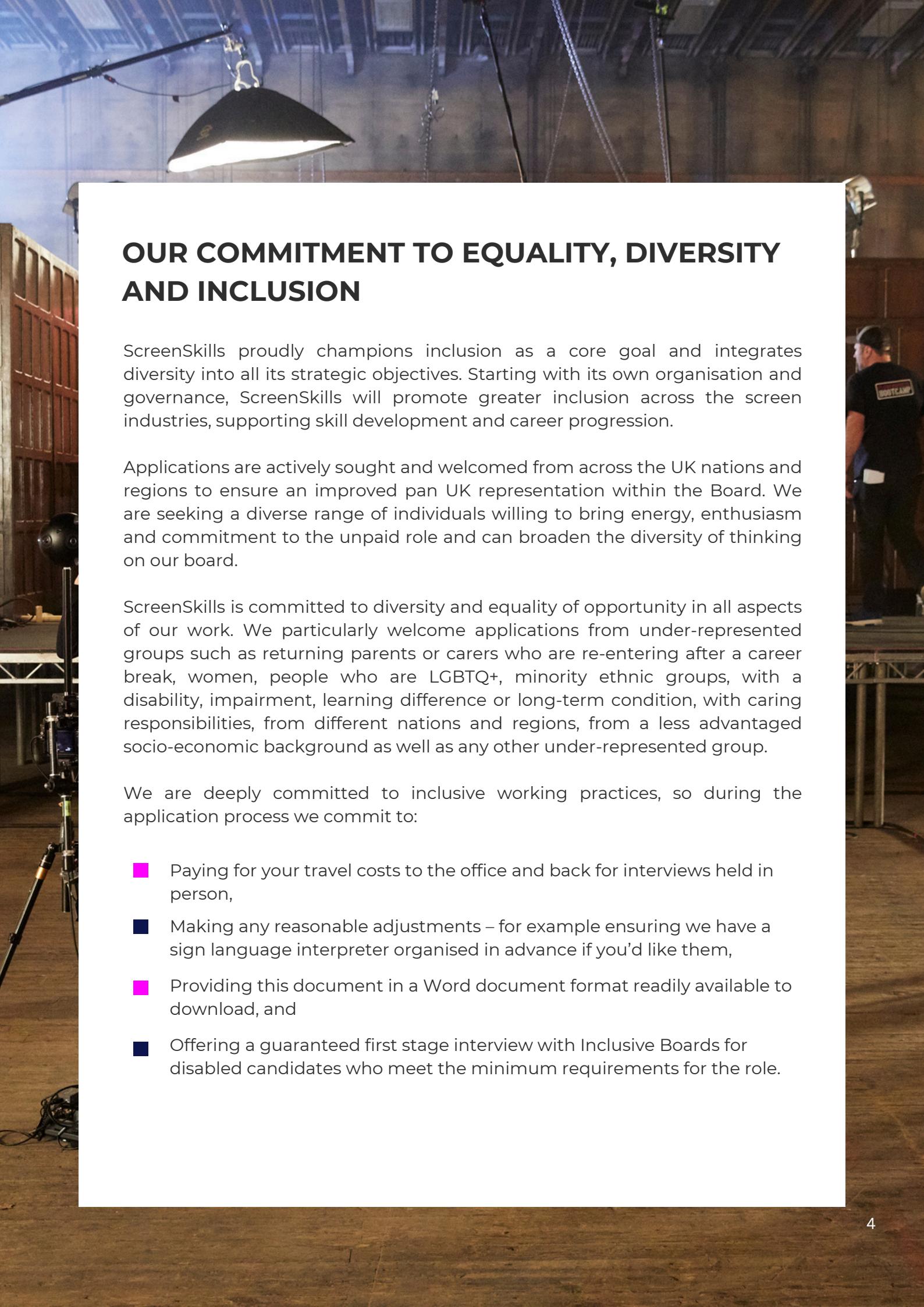
OUR OBJECTIVE

Identifying and communicating skills needs:

- Providing insight into current and future skills demands in the sector

Enabling access to high-quality training:

- Promoting consistent, inclusive, quality training for the workforce to meet industry needs effectively



OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

ScreenSkills proudly champions inclusion as a core goal and integrates diversity into all its strategic objectives. Starting with its own organisation and governance, ScreenSkills will promote greater inclusion across the screen industries, supporting skill development and career progression.

Applications are actively sought and welcomed from across the UK nations and regions to ensure an improved pan UK representation within the Board. We are seeking a diverse range of individuals willing to bring energy, enthusiasm and commitment to the unpaid role and can broaden the diversity of thinking on our board.

ScreenSkills 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+, minority ethnic groups, 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.

We are deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for your travel costs to the office and back for interviews held in person,
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them,
- Providing this document in a Word document format readily available to download, and
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

ABOUT THE ROLES

ScreenSkills launched its new five-year strategy in October 2024 and has been reviewing its governance in a review begun in early 2024 in response to the Screen Industry Task Force report November 2023.

For this new phase of the charity's development we are now seeking **two Trustees** with a broad mix of experience to join the Board, which is primarily made up of senior leaders from across the screen industries.

One of the roles will ideally start in April 2026. The second role will join initially as a Board observer and commence their term in September 2026.

The primary responsibilities of the Trustees are to provide ScreenSkills with strategic leadership; including governance experience, financial oversight, risk and stakeholder management.

The Trustees will play a vital role ensuring ScreenSkills can deliver its core purpose and vision and to support the screen sector sustainably as a strategic skills body. As a Trustee you will be responsible for the overall management and administration of ScreenSkills, to ensure it complies with charity law and any other relevant legislation. You will have responsibility for ensuring the organisation pursues its charitable objectives as stated in its terms of reference, operational plans and budgets to support the vision and strategy.

As a Trustee you will support the senior leadership team to identify major risks to the organisation which are regularly identified and reviewed ensuring systems are in place to mitigate these risks. The Trustees will also be required to support the senior leadership team to ensure the views of stakeholders are regularly sought and considered, taking into consideration the external environment.



PERSON SPECIFICATION

We are seeking **two Trustees** with experience/expert knowledge in at least one of the following areas:

- Human Resources and workforce management at a senior level
- Strategic use of data
- Technology and AI experience

Demonstrable experience in one of the following areas would be additionally beneficial:

- Equality, Diversity and Inclusion
- Education and Skills
- Fundraising and Partnerships
- Working in the North of England, Northern Ireland or Wales

Experience/Sector

We welcome candidates from adjacent and complementary sectors to screen. A background in broadcast or TV / Film production is **not** essential but demonstrable understanding of the challenges presenting the sector is important.

We would particularly value proven experience on a board as a trustee, NED or in an industry body as a council, working group or advisory board member or similar.

For this recruitment we have a particular focus on the North of England, North West, North East of England, Northern Ireland and Wales, to ensure pan UK representation within the Board.

Other skills and attributes:

- A willingness to devote the time and effort to fulfil the Trustee role.
- Strategic vision
- Good, independent judgement with an ability to think creatively and challenge in a positive manner

KEY RESPONSIBILITIES

Leadership and Governance

- Support the Board and senior leadership team in setting the charity's strategic direction and ensuring effective governance.
- Responsibility for making well-informed decisions that align with the charity's objectives and complies with relevant legislation.
- Promote a culture of transparency, accountability, and collaboration within the Board and the wider organisation.

Strategic Planning

- Oversee the development and implementation of the charity's strategic plan.
- Monitor progress towards achieving strategic goals and objectives.
- Foster innovation and adaptability to respond to industry changes and emerging opportunities.

Stakeholder Engagement

- Act as an ambassador for the charity, promoting and championing the organisation and representing it at industry events, conferences, and meetings.
- Build and maintain strong relationships with key stakeholders, including industry partners, educational institutions, government bodies, and funders.
- Advocate for the charity's mission and values, enhancing its profile and influence within the screen industries.

Financial Oversight

- Ensure the charity's financial stability and sustainability.
- Oversee the development and approval of budgets, financial plans, and funding strategies.
- Monitor financial performance and ensure robust financial controls and risk management practices are in place.

FURTHER RESPONSIBILITIES

As a Board Director you are personally responsible for ensuring that you:

- Act as a champion for the organisation.
- Become a leading advocate for the importance of skills.
- Attend four Board and one Council meeting a year.
- Commit necessary additional time outside of Board meetings to support ScreenSkills' work.
- Actively and positively engage in, prepare for, and contribute to discussions of the Board.
- Declare any conflict of interest in accordance with the Conflicts of Interests Policy and Register.
- Always act in ScreenSkills' best interests and do not bring ScreenSkills into disrepute.

The Statutory Duties of a Trustee:

All Board Directors of ScreenSkills are also Trustees of ScreenSkills, Registered Charity number 1015324 (England and Wales). Trustees are required to ensure that ScreenSkills:

- Complies with its governing document, charity law and guidance, company law and any other relevant legislation or regulations.
- Pursues its objects as defined in its governing document.
- Uses its resources exclusively in pursuance of its objects: as a charity.
- ScreenSkills must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.

You will be required to undertake an annual self-assessment of your performance and review this in discussion with the Chair.

As part of the annual self-assessment of your own performance, you will be invited to give feedback to the Chair on your views on the performance of the Chief Executive and Executive Team for use in non-attributable feedback to them, as part of the organisation's annual cycle of performance appraisal.

ADDITIONAL INFORMATION

Time commitment:

Board meetings are held 4-5 times a year for 2-3 hours, typically in the morning. Once a year, one of these Board meetings is an Away Day which takes place in person.

If invited to join a subcommittee, this would involve additional meetings per year.

Location: UK Wide

ScreenSkills Office is in London but board meetings will always be hybrid and many outside London.

For this recruitment we have a particular focus on the North of England, North West, North East of England, Northern Ireland and Wales, to ensure pan UK representation within the Board.

Term of appointment:

Directors will serve for a fixed tenure of three years. One further term may be served upon re-appointment.

Remuneration:

This is a voluntary role, reasonable expenses will be paid.

Conflicts of interest:

All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.





HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of ScreenSkills. If you wish to apply for this position, please supply the following by **11.59pm on 08/03/2026**:

- A detailed CV, setting out your career history, with responsibilities and achievements.
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- Details of two professional referees with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

[Please also complete our diversity monitoring form found here.](#) The information you provide will stay confidential, will be reviewed and processed separately from the application you make, and is not assessed as part of your application.

If you have questions after reading this pack, please email ScreenSkills@inclusiveboards.co.uk or call 0207 267 8369.

Please visit www.inclusiveboards.co.uk/opportunities to apply online or send your CV and cover letter to ScreenSkills@inclusiveboards.co.uk.

INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



www.inclusiveboards.co.uk



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