

About Production Guild UK

Production Guild represents the professional interests of its film and television industry production practitioner members. It provides networking, resources, access to jobs, training and seminars to its members and the wider industry.

Production Guild UK Mission We are a trusted members-first community dedicated to helping world-class production talent get hired, grow and thrive. Production Guild UK Vision - To power the future of production by mobilising the people that make it happen.

Job Title: Training Manager

Key Role Requirements:

Working with the Director of Membership Services, the role will design and deliver member focused training, workshops and masterclasses aligned with Production Guild UK's mission, hiring expert tutors and consultants as needed. This role requires excellent communication, strong organisation, and budgeting skills to manage a renewing annual schedule of training for members and wider industry. The role will assess member training needs, deliver an annual series of relevant programs, and signpost members to external support for career growth. The role will track KPIs, evaluations, and member feedback to continuously improve the Production Guild training offer.

Responsible to: Director of Membership Services (DoMS)
Based at: Remote working at home and at available hot desks
Normal Hours: 37.5 hour week with occasional weekend and evening work. In some periods of busy delivery; consecutive weekend working will be required and time back in Lieu will be given.

Key Responsibilities

- Work with the DoMS to conduct training needs analysis with members to identify current and future skills and knowledge requirements for members.
- Report to the DoMS research findings on industry trends, regulatory changes, best practices and emerging technologies related to training that may affect members.
- Create, Co-ordinate and deliver an annual schedule of regular member focused PG led short form training that cover key skills, knowledge and responsibilities that members need to fulfil their roles.
- Working with the DoMS to cost out delivery of PG short courses delivered in-house and led by the Training Manager. Ensure all PG internal training covers costs and make a profit to meet targets to contribute towards PG overheads.

- Ensure all places on PG training are promoted and places filled. Work with the DoMS, Head of Membership and wider team to promote training to members.
- Write training pitches and associated budgets in consultation with the DoMS for external relevant industry training tenders to meet tender deadlines. Attach industry tutor experts where relevant to work with PG to deliver.
- Ensure PG is on preferred training suppliers lists of organisations tendering training.
- Manage delivery of successful tendered training bids from third party funded training including setting the schedule, hiring tutors, finding and managing training participants, meeting delivery milestones, associated administration and the day-to-day budget.
- Develop, source and maintain strong relationships with experienced industry members who can be employed to act as tutor specialists and course training syllabus creators. Build a diverse, high-quality pan member department and pan UK database of potential tutors and advisors to be utilised for future relevant PG led training.
- Put in place KPIs to ensure quality of PG training and enable PG to demonstrate growth and value to members. Keep DoMS informed of progress and milestones met.
- Oversee, manage and host the content and delivery of the PG Masterclass series working in collaboration with the Memberships and Training
- Grow and manage the Educational Partnerships and develop further as a future pipeline for membership.
- Lead on curating links to quality training delivered externally by third parties relevant for members. Put in place effective signposting to this training working with the Marcoms team to members to further support career development.
- Be available to open and close online, and when required in person training rooms for PG led training programmes and present a Production Guild UK welcome which will include occasional weekend work.
- Work with the Marcoms team to promote training to members and non-members through social media and Production Guild UK networks.
- Monitor trainer performance and feedback to ensure a positive learner experience
- Create reports, insights and progress updates to CEO and DoMS when requested such as for the bi-monthly Board report.
- Attend events to support the wider Production Guild team and represent the Guild when requested.
- Undertake any other reasonable duties as required by the company.

Person Specification - Knowledge and Skills

- Experience in training or project development or workforce development.
- Experience designing, delivering and evaluating training programmes.
- Experience managing multiple projects and competing priorities.
- Budget management experience.

Experience and Personal Qualities

- Presentation and facilitation skills. Research, planning and organisational abilities
- Detail-oriented with excellent written and verbal communication skills
- Analytical skills with the ability to interpret data and evaluate outcomes

- Exceptional administrative, customer service and relationship building skills
- Experience of IT systems, inc. Office, Excel, CRM and budgeting software
- Perform to a high standard under pressure and ability to prioritise to meet deadlines
- Good understanding and experience of the UK Film & TV production industry
- Comfortable working independently and as part of a small team