






Project Assistant / Administrator

Easy Read job description and instructions on how to apply


# What is TripleC?

	<p>Triple C is a company led by disabled people.</p>
	<p>It supports Deaf, disabled, neurodivergent and learning disabled people in TV, film and the arts.</p>
	<p>Triple C also runs a project called DANC.</p> <p><b>DANC</b> stands for Disabled Artists Networking Community.</p>


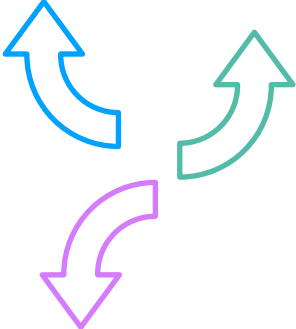

# What is DANC?

	DANC puts on networking events
	Offers mentoring
	Offers training
	Connects disabled talent to people in TV, film and the arts
	And provides training to TV, film and arts companies.






# Project Assistant Job






	<p>TripleC want to hire a new Project Assistant.</p>
	<p>The Project Assistant will support the Senior Leadership Team in the day-to-day running of the company.</p>
	<p>This is a part-time role of 2 days a week</p>
	<p>Running from the end of June to the end of September 2023.</p>
<p>£120</p> 	<p>The job fee is £120 a day.</p>



 A person with dark hair tied back, wearing a pink shirt and dark pants, is sitting on a brown chair at a blue desk. They are facing away from the camera, looking at a laptop on the desk.	<p>It is a self-employed role.</p>
 Three curved arrows are shown: a blue one pointing up and to the left, a green one pointing up and to the right, and a purple one pointing down and to the left.	<p>The times and hours of this job are flexible.</p>
 A group of five diverse people are standing together. From left to right: a man in a blue shirt, a woman in a red shirt, a man in a purple shirt, a man in a grey shirt, and a woman in a wheelchair wearing a patterned top. To their right is a large speech bubble containing the text "+?".	<p>After 3 months, there may be an opportunity to extend the job, to up to 3 years.</p>






# Skills and qualities TripleC are looking for

	<p>If you would like to apply for the job, it is important that you:</p>
	<p>Have an understanding of equality for disabled people</p>
	<p>Are excellent at communicating with people</p>
	<p>Know how to use a computer well</p>
	<p>Have experience using Zoom, emails, Microsoft Word and Google Calendar.</p>

	<p>Are good at using and managing a diary</p>
	<p>Can work well as part of a team</p>
	<p>Can work well on your own</p>
	<p>Have a positive attitude</p>
	<p>Always want to find a solution to a problem</p>

	<p>Feel ok about flexible workdays and times.</p>
	<p>It is a bonus if you:</p>
	<p>Have experience using Google Documents, Microsoft Excel and social media</p>
	<p>Can help make sure people's access needs are met</p>
	<p>Have experience in managing or assisting on projects.</p>

# Responsibilities of the job

	<p>These are some tasks the Project Assistant might do:</p>
	<p>Introduce freelancers to members of the Senior Leadership Team</p>
	<p>Book in training sessions and meetings</p>
	<p>Set up Zoom links</p>
	<p>Remind people of meetings that are coming up</p>

	<p>Help keep projects on track</p>
	<p>Help to look after the company diary</p>
	<p>Take notes in meetings</p>
	<p>Organise paperwork being used at a live event.</p>



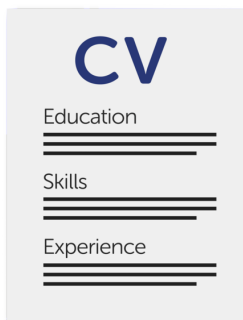
# How To Apply



You can choose to make your application by writing  
**or**  
by making a video, BSL video or audio recording.



A written application should include:

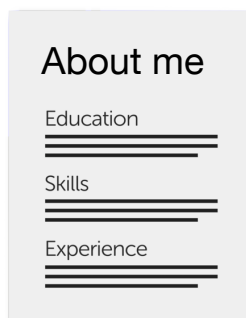


Your CV



And a document telling us why you are a good fit for this job.




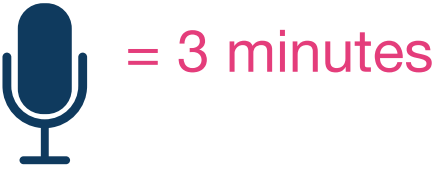
You can use the job details above as a guide.



X 1

This document should be 1 page in length.



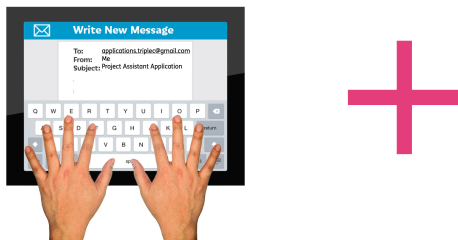
 <p>The icons show a video call window with a person and a 'Video Link' button, a television displaying a person in a pink shirt, and a blue microphone icon.</p>	<p>In a video, BSL video or audio file application you should talk about:</p>
 <p>A speech bubble containing a document icon labeled 'CV' with sections for Education, Skills, and Experience.</p>	<p>Your past jobs and experience</p>
 <p>A speech bubble containing a document icon labeled 'About me' with sections for Education, Skills, and Experience.</p>	<p>And why you are a good fit for this job.</p> <p>You can use the job details above as a guide.</p>
 <p>A blue microphone icon followed by the text '= 3 minutes' in pink.</p>	<p>This recording should be about 3 minutes in length.</p>



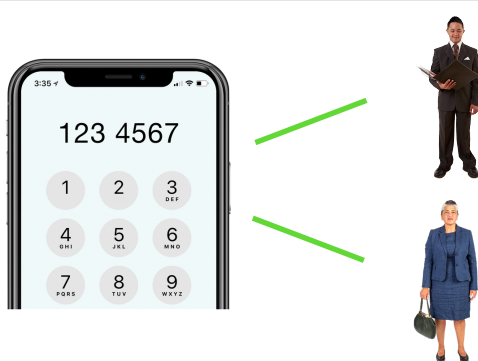
Then send your application by email to  
[applications.triplec@gmail.com](mailto:applications.triplec@gmail.com)



The email subject should be  
 ‘Project Assistant Application’.



In the email please also  
 include:





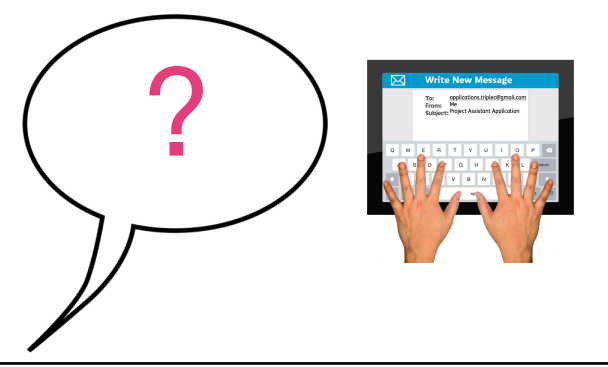

Contact details for 2 referees.

A **referee** is someone you have  
 worked with who can tell us  
 what it is like to work with you.



Your access requirements.

An **access requirement** is  
 anything you need to support  
 you at work. They relate to your  
 disability or health condition.

	<p>You should send your application by 12PM Friday 2nd of June.</p>
	<p>You may be asked to an interview during the week of 12th June.</p>
	<p>If you have any questions about this application you can email <a href="mailto:applications.triplec@gmail.com">applications.triplec@gmail.com</a></p>
	<p>We welcome applications from everyone.</p>