



Chair of the Board and Board Members

Easy Read job description and instructions on how to apply

About this document



TripleC need a new Chair of the Board



and 2 new Board Members.



This guide tells you about TripleC



the job roles of Chair of the Board and Board Members



and how to apply for the jobs, if you would like.

About TripleC



TripleC is a company led by disabled people.



It supports deaf, disabled, neurodivergent and learning disabled people in TV, film and the arts.



It has won a BAFTA for its work.




Supported using public funding by
ARTS COUNCIL ENGLAND

It is a Arts Council England National Portfolio Organisation.







Its mission is to increase roles for deaf, disabled, neurodivergent and learning disabled people in TV, film and the arts.

About TripleC

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|  <p>The image shows a man in a green t-shirt with his right hand over his heart, smiling. To his right is the TripleC logo, which consists of the word 'TRIPLE' in blue and 'C' in a stylized blue and pink circle, with 'CREATIVE CONFIDENCE COLLECTIVE' written below it.</p> | <p>TripleC's values include:</p> |
|  <p>A group of six diverse people of various ethnicities and ages are gathered around a table, looking at a document together. They appear to be in a collaborative work environment.</p> | <p>Teamwork</p> |
|  <p>A man in a dark blue sweatshirt is shown in profile, looking thoughtful with his hand to his chin. To his right is a diagram consisting of two curved arrows forming a circle, indicating a process of adaptation or change.</p> | <p>adaptability</p> |
|  <p>A circular inset image shows three people smiling. On the left is a man, in the center is a young boy, and on the right is a woman. They are all looking towards the camera.</p> | <p>inclusion</p> |
|  <p>A group of seven diverse people of various ages and ethnicities are standing in a line, each holding a white sheet of paper. To their right is a television screen that displays the same group of people, suggesting a focus on media representation and lived experiences.</p> | <p>reflecting the lived experiences of Deaf, disabled, neurodivergent and learning disabled people</p> |

About TripleC

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|  | <p>the Social Model of Disability</p> |
|  | <p>and having deaf, disabled, neurodivergent and learning disabled role models.</p> |
|  | <p>TripleC's motto is 'never leave anyone behind'.</p> |
|  | <p>Triple C also runs a project called DANC.</p> <p>DANC stands for Disabled Artists Networking Community.</p> |

About TripleC



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.

The Chair of the Board job role

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|  | <p>The Chair of the Board works together with the rest of the Board</p> |
|  | <p>to approve TripleC's planned activities.</p> |
|  | <p>They will also work with TripleC's Senior Leadership Team</p> |
|  | <p>to oversee and approve</p> |
|  | <p>company policies and procedures</p> |

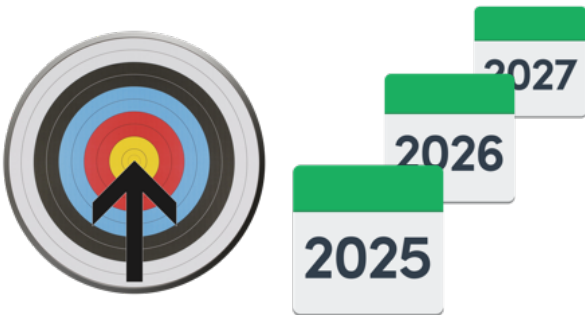
The Chair of the Board job role



finances



and the strategic direction of Triple C.



Strategic direction means understanding the long-term aims of TripleC



and working out how to achieve them.



You must be deaf, disabled and/or neurodivergent to apply for this role.

The Board Member job role

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|  <p>The image shows a woman on the left and a man on the right, both smiling. In the background, a group of people is seated around a long table, appearing to be in a meeting. The TripleC logo, which includes the text 'TRIPLE C' and 'CREATIVE CONFIDENCE COLLECTIVE', is overlaid on the bottom left of the image.</p> | <p>The Board Members will work with the other Board Members and the Chair of the Board</p> |
|  <p>The image features a stack of spiral-bound notebooks. The top notebook is white and has the word 'Plans' written on its cover. A large green checkmark is overlaid on the right side of the notebooks. A small inset image on the notebook cover shows a group of people working at a table.</p> | <p>to help approve TripleC's planned activities.</p> |

Requirements of the roles



To apply you must:



Have board experience.

It is good if this is with an arts organisation.



Have an understanding of the arts and/or the screen industries.



Have an understanding of access.

This may be through your own lived experience.



Be based in the UK.

Requirements of the roles



It is good if you have experience with these following things.

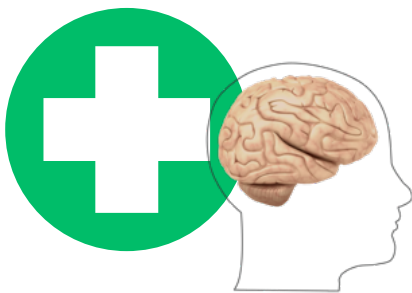
TripleC do not expect you to have an understanding of everything on this list:



HR (Human Resources) such as hiring, training and paying employees.



Legal knowledge, such as drawing up contracts or employment law.



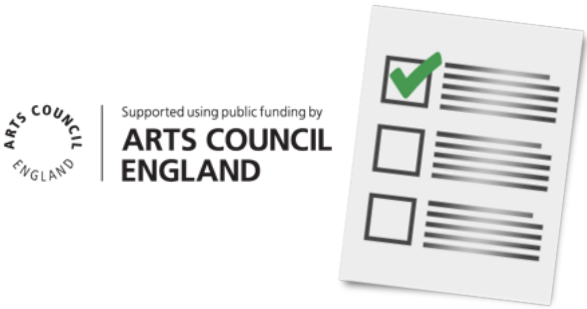




Mental health.



Education, such as drama schools and film schools.

Requirements of the roles

| | |
|---|--|
|  | <p>Funding, such as trusts, donors and bid writing.</p> |
|  | <p>PR (Public Relations) such as writing press releases and working with the press.</p> |
|  | <p>Arts Council NPO (National Portfolio Organisation) principles.</p> |
|  | <p>Access To Work, universal credit and other benefits and support.</p> |
|  | <p>Working in the not-for-profit sector.</p> <p>Not-for-profit organisations include arts companies, charities and social clubs.</p> |

What TripleC expects of Board Members



The Chair of the Board will have monthly meetings with the Senior Leadership Team.

These meetings will be on Zoom.



All board members will:



Represent TripleC at some events



x 4

and attend Quarterly Meetings with the TripleC team.

This means 4 meetings a year.



These meetings may be in person in Manchester or on Zoom.

They last for 2 hours.

What Board Members can expect of TripleC

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|  <p>A woman in a wheelchair is shown with a speech bubble that says "I need ...". To her right is a clock and a sign that says "easy read" with icons of people and text.</p> | <p>TripleC will meet your access requirements for the role.</p> |
|  <p>A collage of three images: a train, a taxi with two people, and a woman sitting at a desk in a hotel room with a moon visible in the window.</p> | <p>They will cover the cost of your travel and accommodation for the job role.</p> |
|  <p>A hand is holding a stack of British pound notes (20, 10, and 5). A large red 'X' is superimposed over the notes, indicating that the role is not paid.</p> | <p>This is not a paid role.</p> |

How to apply



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



In your application you need to tell us:



Your name



Your email address



Your current job title or job role

How to apply



The sector you work in



If you are applying to be the
Chair of the Board

or

a Board Member?:



How you would approach the
role and what would you bring
to it?

(Approx. 350 words)



For example:

you could give examples of
things you have done well in a
similar role



and list your personal strengths,
explaining how they will help
you in this role.

How to apply



How you meet the criteria for the role?

(Approx. 350 words)



You can list all the criteria that you meet on page 10, 11 and 12, giving examples.

How to apply



Please email

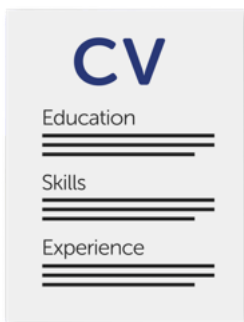
applications.tripleC@gmail.com



In the email you need to include:



your written, filmed or recorded application



a CV

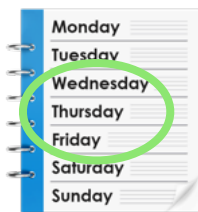


a completed Diversity Form.

How to apply



The closing date for applications is Tuesday 28 May, 2024 at 5pm.



TripleC will let you know they have received your application within 3 days of you sending it.



If you do not get the job, TripleC will let you know by the 11th of June, 2024.



Some people will be invited to an interview.

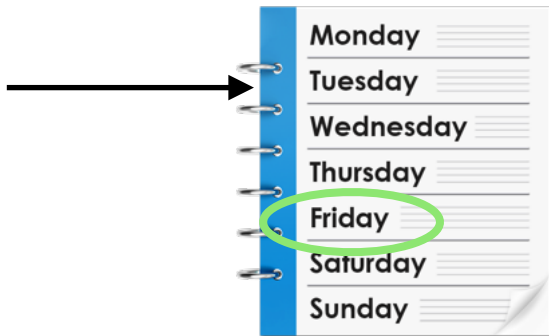


TripleC will tell these people who the panel are

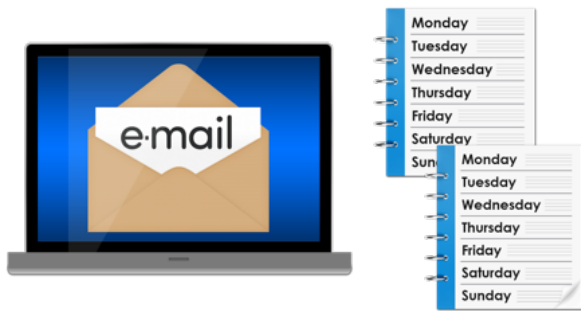
How to apply



and what questions they will ask



a few days before the interview.



TripleC will let the interviewees know if they got the job or not by 2 weeks after the interview



If you get the Chair of the Board or a Board Member job



you and TripleC will have a 6 month 'getting to know you' period.

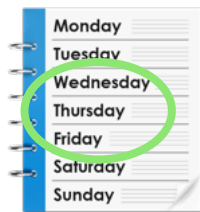
How to apply



During this time you and TripleC can make sure you are happy working together.



If you have any questions please email TripleCManchester@gmail.co.uk



TripleC will aim to respond within 3 working days.