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**TripleC Board Recruitment Pack**

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This recruitment pack is available in the following formats:

* Easy Read
* BSL
* Audio file

**Further Information:**

Further information can be found in the accompanying documents:

* TripleC Board Terms of Reference
* TripleC Board Recruitment Policy and Process
* TripleC job applicant privacy notice

Please let us know if you require any of the further info listed above in an alternative format.

**Summary**

Are you passionate about making the arts and screen industries more accessible & inclusive to deaf, disabled and/or neurodivergent (DDN) creatives and want to make a difference? We have an opportunity for individuals to join the TripleC Board to help steer the direction of our work!

As we believe in the “nothing about us without us” ethos, we are looking for a deaf, disabled and/or neurodivergent individual to become the Chair of the Board and contribute to our company’s journey, helping to shape the future direction of TripleC.

The Chair will be responsible for overseeing the strategic direction of TripleC’s work and keeping the company on track in terms of mission and delivery to funders including Arts Council England.

In addition to the Chair, we are also seeking up to two Board members to support in these aims.

If you're passionate about access and inclusion for DDN creatives in the arts and screen industries and eager to make a difference, we encourage you to consider joining the Board of TripleC. The deadline for applications is: **Tues 28 May 2024.**

You can find out more about the company and how to apply below.

***Continues on next page***

**About TripleC**

TripleC is a BAFTA award-winning, disabled-led Community Interest Company that champions the inclusion of deaf, disabled and/or neurodivergent (DDN) people across the arts and screen sectors. TripleC is an Arts Council England National Portfolio Organisation.

**Mission**

TripleC’s mission is to drive up the role of DDN people in the arts and media and the role the arts and media in the lives of DDN people, changing the lives of DDN people for the better.

**Values**

TripleC is a values-driven organisation, inspired by our mission. Our core values are:

* Teamwork, collaboration and partnership;
* Adaptability;
* Commitment to equality, self-advocacy and inclusion;
* Reflecting the lived experience of DDN people;
* Understanding and reflecting the social model of disability;
* Presenting DDN artists as role models; and
* Being a learning organisation – connecting the learning from our work and building the legacy.

Our motto is “never leave anyone behind”.

To achieve our aims, TripleC:

* runs a comprehensive professional development programme – DANC (the Disabled Artists’ Networking Community) - for DDN professionals working in the arts and screen sectors;
* provides training and consultancy around access for broadcasters, producers, theatres, and arts organisations.
* runs community-based workshops and activities with DDN adults;
* runs a youth theatre for DDN young people;

**What we’re looking for:**

**Chair of the Board**

We’re looking for a Chair who can oversee and – with the rest of the Board - approve TripleC’s planned activities, who will work closely with TripleC’s Senior Leadership Team (SLT) to oversee and approve company policies and procedures, finances and the strategic direction of TripleC.

**Board Members**

We’re also looking for up to two enthusiastic and solution focused individuals who believe in the values and mission of TripleC to join our Board. You don’t need to have experience of sitting on a board as training will be provided.

**Requirements of the Role:**

**Essential criteria:**

We expect applicants to meet all the essential criteria.

* To identify as deaf, disabled and/or neurodivergent (this is a requirement for the Chair only, although we welcome DDN applicants to apply as Board members)
* Board experience or equivalent – preferably with an arts-based organisation (this is a requirement for the Chair)
* Knowledge of arts and/or screen industries
* An understanding of access (this may simply be through your own lived experience)
* Based in the UK (TripleC is based in Manchester but we welcome applications from those based anywhere in the UK)

**Desirable criteria:**

We **don’t** expect applicants to meet all of the desirable criteria.

* HR knowledge
* Legal knowledge
* Mental health knowledge
* Knowledge of education eg drama schools, film schools
* Funding knowledge including trusts, foundations, donors, bid writing, legacies.
* PR expertise
* Knowledge of Arts Council NPO (National Portfolio Organisation) funding and investment principles
* Knowledge of access to work, universal credit, and other relevant benefits / support.
* Experience of working in the not for profit sector

**What we expect of our Board members:**

* Attendance at Quarterly Meetings with the TripleC team – either in-person in Manchester or on Zoom. Meetings are usually 2 hours.
* Representing TripleC at selected events (by agreement).
* For the Chair of the Board we would also expect attendance at monthly check ins with the Senior Leadership Team. These are likely to be online.

**What Board members can expect of us:**

* We will meet your access requirements for the role
* We will provide training for new Board members
* The Chair and Board member roles are non executive positions. As such they are unpaid. TripleC will reimburse expenses (such as travel and/or accommodation where required) when agreed in advance.

To be transparent about our recruitment process, we outline our Board recruitment policy and process and our Board Terms of Reference document.

**How to Apply:**

If you are interested in applying for the role of Chair or the role of Board member, we would love to hear from you!

You can apply in whichever format is most accessible to you (eg written, video, voice recording, BSL video). To apply, please send us the following information:

**Your Name**

**Your Email Address**

**Your current Job Title / Job Role**

**The Sector you Work in**

**Are you applying to be the Chair of the Board or a Board Member?:**

**How would you approach the role and what would you bring to it?** (Approx. 350 words):

**How do you meet the criteria (essential and desired) for the role?** (Approx. 350 words)

Please **send your application**, **along with your CV** **and a completed diversity form** (you’ll find info on this below) to [**applications.tripleC@gmail.com**](mailto:applications.tripleC@gmail.com)

The closing date for applications is **Tues 28 May 2024**.

**Diversity Monitoring Form:**

We want to recruit Board members who reflect the diversity and intersectionality of the UK. You can help us with this by completing our diversity monitoring form – you’ll find the template at the foot of this pack – which is intended to support us to achieve the above aim.

If you would prefer not to answer any of the questions, then please give the answer ‘prefer not to say’. This will not be detrimental to your application.

Your responses will be anonymised and only used for the purposes of the shortlisting process. All information will be treated confidentially and shared only with the recruitment panel. Further detail on how this data is used is provided in the Board Recruitment Policy and Process document.

**What happens after you apply?**

You will receive confirmation that we have received your application (within 3 days).

If you are not successful at this stage, we will let you know (within 2 weeks of the closing date).

We will invite selected candidates to interview. We will let you know who your interview panel are ahead of time and give you an outline of the questions we will ask.

We will make appointments after the interview. We will let everyone know the outcome of their interview (within two weeks of interview).

For the person who is appointed Chair of the Board and for newly appointed Board members, we will have a 6 month “getting to know you” period in which we can all establish that we are happy with the working relationship.

If you have any questions please email [TripleCManchester@gmail.co.uk](mailto:TripleCManchester@gmail.co.uk) – we will aim to respond within 3 working days.

We hope to hear from you!

The TripleC Team.

*Please scroll down for diversity monitoring form*

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**You can supply this info in writing, audio or BSL formats.** Please include your answers as part of your application.

1. What is your name?
2. Do you identify as deaf, disabled and/or neurodivergent? If so please say which (you can of course state more than one).
3. What is your ethnicity?
4. What is your gender?
5. Is your gender different from the gender you were given at birth?
6. What is your sexuality?
7. Where do you live? (eg North West England, Scotland, Wales, South West England, Northern Ireland etc)