



TripleC - Creative Confidence Collective C.I.C  
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<https://triplec.org.uk>

Registered Company Number: 10765216

## Project Manager Advert

TripleC is seeking a Scotland-based, deaf, disabled and/or neurodivergent (DDN) Project Manager to lead the delivery of *Driving Change in Scotland - Phase 3*. This is a nine-month programme funded to Screen Scotland to support DDN off-screen freelancers to build sustainable careers in the Scottish screen industries.

This role will oversee planning, delivery, coordination with partners, successful implementation of training, placements and a networking event. It will also involve contributing to programme resources including a Scottish crew database linked to the TripleC Directory.

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### Aims

This phase (phase 3) aims to embed DDN freelancers more firmly into Scotland's screen sector. The programme focuses on:

- Strengthening career pipelines for early and mid-level off-screen freelancers
- Providing industry-standard training, CV development and career resources
- Delivering two pilot placements with Scottish productions, post production houses and/or studios.
- Running a high-impact networking event
- Integrating Scottish freelancers into the TripleC Directory, our new searchable industry-aligned database

The Project Manager will ensure the programme is delivered to a high standard, with access provision and meaningful engagement from employers, partners and participants.

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## **Project Manager Responsibilities**

- Lead day-to-day management of delivery
- Recruit and coordinate a Scotland-based advisory group of three DDN professionals in middle or senior management in production, commissioning or facilities/studios.
- Support recruitment of a cohort of 25 DDN early and mid-career off-screen freelancers all of whom must be permanently based in Scotland.
- Oversee delivery of six online training sessions and follow-up resources
- Coordinate one-to-one CV workshops with industry recruiters
- Work with TripleC and partners to identify and support two paid pilot placements, including identifying mentors.
- Work with the TripleC Directory Project Manager to integrate the existing Scottish DDN freelancers directory into the upgraded searchable database, including a Screen Scotland landing page.
- Outreach to Scottish freelancers and companies to use the database.
- Plan and deliver a hybrid networking event in Glasgow or Edinburgh
- Manage relationships with employers, festivals and production companies to secure opportunities for trainee attendance at events (eg Edinburgh TV Festival).
- Monitor progress, track outcomes and support external evaluation
- Contribute to mid-term and final reporting

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## **Essential Knowledge, Skills and Experience**

- Proven project management experience
- Experience delivering training, talent development or industry programmes
- Knowledge of the Scottish screen sector and its talent pipelines
- Strong organisational and people-management skills
- Ability to work remotely and coordinate multiple partners
- Trained (eg ScreenSkills modules) in inclusive working best practice
- Understanding of freelance sector, recruitment processes, employment models etc in the screen industries
- Availability across the nine-month delivery period (May-December 2026)

- Lived experience as a DDN person
  - Permanently based in Scotland
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## Preferred Knowledge, Skills and Experience

- Experience working with DDN people or DDN-led programmes
  - Experience of working with people with intersectional lived experiences
  - Experience managing budgets and timelines
  - Experience in the arts, screen, charitable or voluntary sectors
  - Ability to travel to events and meetings if required
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## Location

- Remote working, with occasional travel for events or meetings
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## Application Process

Apply by: 1<sup>st</sup> June 2026

Email [tender@triplec.org.uk](mailto:tender@triplec.org.uk) with:

- CV - no more than two pages of A4
- Two references for previous project management work
- An application statement (written, video or audio) responding to the essential and preferred skills

**Fee:** £250 per day up to 40 days

- Pre-approved expenses including travel, mileage, hotel and per diems (£25/day) will be covered for required in-person meetings or events.

If you have any questions please contact Laurence by email at:

[tender@triplec.org.uk](mailto:tender@triplec.org.uk)

**Alternative accessible formats available on request**

**SCREEN SCOTLAND**  
**SGRÌN ALBA**