



Document 3- More detail about the job



The Marketing and Communications Lead's job is important



because it helps TripleC reach people, including:



Deaf, disabled and neurodivergent people who work in TV, film and the arts.



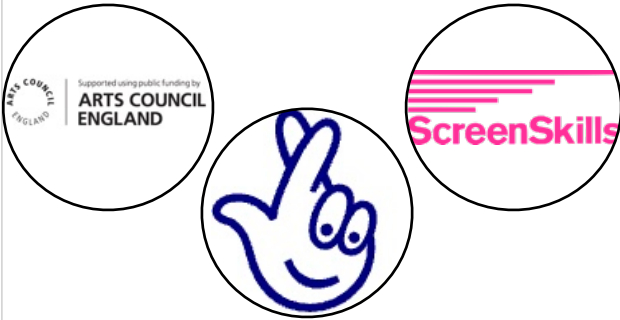
Young people and adults in the deaf, disabled and neurodivergent communities



Audiences that come to TripleC's webinars, masterclasses, workshops and live in-person events



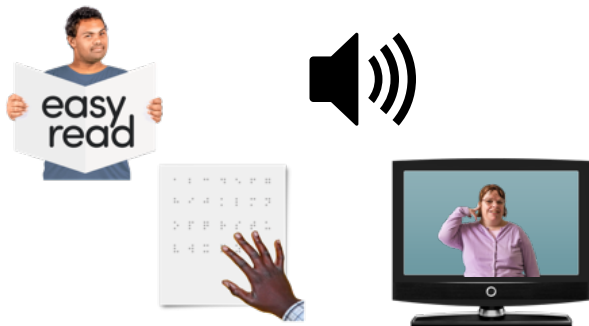
Theatres, broadcasters, producers and arts organisations



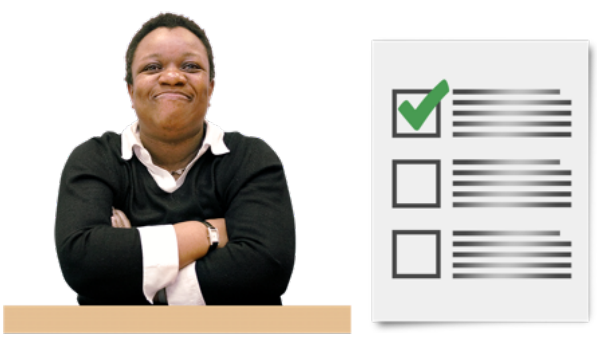
Organisations that fund TripleC's work including Arts Council England, National Lottery and ScreenSkills



And the press and media.



The main task of the job will be to make sure that all the information TripleC shares is accessible to people with different access needs.



The Marketing and Communications Lead's job includes:



Working with the TripleC Senior Team to plan and lead marketing and communications



Managing the Marketing and Communications Team.

This includes 1 employed person and lots of different self-employed people



Making sure TripleC's brand matches their company attitude



Advising on the design, content and updates of TripleC's website



Managing TripleC's media opportunities

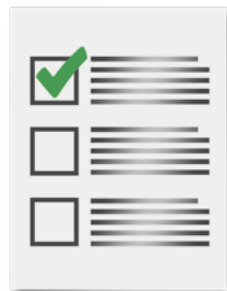


Looking after TripleC's social media channels including Facebook, X and YouTube



Researching how many people are engaging with TripleC including visiting the website and coming to events

Marketing and Communications



And working on any other tasks that come under Marketing and Communications.



To apply for the role you must:



Believe in TripleC's mission to increase roles for deaf, disabled and neurodivergent people in TV, film and the arts



and to grow the role of TV, film and the arts in the lives of deaf, disabled and neurodivergent people.



Understand that everyone should be included no matter their race, gender, sexuality, age, access requirements or socio-economic status or lived-experience.

Marketing and Communications



Have professional experience or understanding of marketing and communications



Have excellent communication skills



Have a passion for digital storytelling



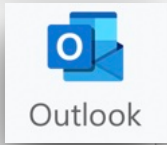
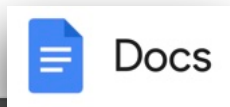
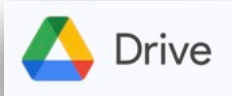
Have knowledge of content creation for a company or organisation



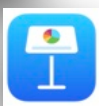
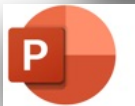
Have excellent organisation skills



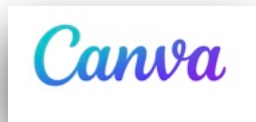
Be able to manage your own workload and handle lots of tasks at once



Have excellent IT skills including Google Drive, Google Docs, Microsoft Office Outlook



Word, Excel and Powerpoint or Pages, Numbers and Keynote



Have an understanding of a creative project software such as Canva



And have a positive attitude about solving problems.



It is good if you have experience with these things:



Leading and managing other people



Working in Public Relations (PR) booking media opportunities at local and national levels



Web design or management of web design



Leading on marketing plans to grow engagement in a company



Have a network of media contacts

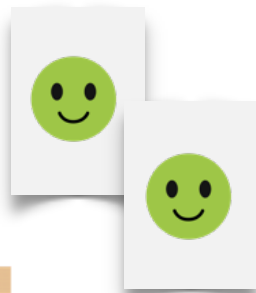
 **Trello**

 **asana**

 **ClickUp**



And an understanding of team management computer programmes including Trello, Asana and ClickUp.



The new Marketing and Communications Lead must also have 2 positive references from previous employers



and the right to work in the UK.



The job description might change a little bit



but if it does any change will be talked about and agreed upon before a contract is signed.



This job description is not part of the final contract.



The new Marketing and Communications Lead might need to work other tasks not listed here



in order to for TripleC to work well as a company.