



TripleC - Creative Confidence Collective C.I.C
Piccadilly Business Centre,
Unit C Aldow Enterprise Park,
Blackett Street,
Manchester, M12 6AE

✉ tender@triplec.org.uk

<https://triplec.org.uk>

Registered Company Number: 10765216

Project Manager Advert

TripleC is seeking a Project Manager to lead the design, development, completion, and promotion of an online talent database for Deaf, Disabled and/or Neurodivergent (DDN) professionals in the creative industries.

Aims

The Talent Finder will connect DDN creatives with employers across TV, film, arts and media. “Talent” includes actors, directors, writers, crew, and all roles across the arts and screen sectors.

The aim is to strengthen DDN representation and provide employers with a reliable tool to identify skilled professionals.

The database will be used by:

Freelancers to showcase their skills and availability. The platform will be open to anyone seeking freelance or permanent roles.

Employers to advertise vacancies and search for cast, crew, and other creative professionals.

Comparable platforms include *The Knowledge Online*, *Kays*, *ScreenSkills* jobs board, and *Grapevine Jobs*.

Project Manager Responsibilities

- Review and evaluate the current draft database
- Propose project timeline for approval by company board
- Collaborate with the web developer to redesign the Talent Finder
- Work with TripleC leadership to ensure functionality and language meet DDN user needs

- Coordinate with lived-experience focus groups for planning and testing
- Engage employers to support planning and testing
- Work with TripleC and/or a PR consultant to organise the launch and promote the platform
- Manage the project budget and delivery schedule

Essential Skills

- Proven project management experience
- Experience delivering web-based projects
- Ability to work remotely
- Strong people-management skills
- Budget management experience
- Availability for an intensive (but not exclusive) period leading up to a soft launch before end of April 2026

Preferred Skills

- Experience of working with DDN creatives
- Project management experiences in the arts or creative industries.
- Project management experience in the charitable or voluntary sector
- Ability to travel to Manchester for in-person meetings if required

Location

- Remote working

Application process

Apply by: Friday 13th March

Email tender@triplec.org.uk with:

- CV - no more than two pages of A4
- Two references for previous project management work in any sector
- A application statement responding to the essential and preferred skills above. This can be written, video or audio.

Fee: £6,000 project fee.

- If a Manchester meeting is required travel, hotel and per diems of £25 a day will be paid

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

tender@triplec.org.uk