



Application Pack

Trust Communications & Events Manager

Start Date:	As soon as possible
Closing Date:	8:00am, Friday 16 April 2021
Shortlisting:	Friday 16 April 2021
Proposed Interview Date:	Friday 23 April 2021
Post Scale:	NCJ SCP 30-33
Salary	£33,728 to £36,992 Pro rata £20,543 to £22,453
Contract Term	3 days per week/ 22.5 hours per week/ Permanent

HOW TO APPLY

To submit your application please visit our Careers Portal

<https://accesspeople.accesscloud.com/LYDIATELEARNINGTRUSTRecruitment/>



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”

We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

We Offer

- A competitive salary, which is aligned to national standard terms and conditions
- A Competitive Pension Scheme
- Employee Assistance Programme
- Regular training and development programmes tailored to your very own learning needs.
- Opportunities for career progression within school and across the Trust should you wish.
- An open and collaborative working environment where everyone is valued
- A detailed induction programme

Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an equal opportunities monitoring form which can be found on our Careers Homepage.

Safeguarding & Enhanced DBS Checks

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school’s child protection policy, code of conduct for adults and managing allegations against staff procedures

Welcome



LYDIATE
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Dear Applicant,

Thank you for your interest in the position of Trust Communications and Events Manager. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do.

We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will do our best to help. It is extremely important to us that you feel comfortable to proceed as we aim to make the very best appointment possible.

So, who and what are we looking for? An inspirational Communications and Events Manager who is dynamic, creative and ambitious. The successful candidate will be responsible for Communications, Marketing, Promotions and Events throughout our Trust of Schools and will be the 'face' of Lydiate Learning Trust. We are seeking someone who is dedicated, committed and aspirational.

If you feel you are up to the challenge, keen to do well and would enjoy working for Lydiate Learning Trust, then please apply. In return, we can offer the right candidate the chance to be creative and innovative, and offer excellent progression and professional development opportunities. We will support you all the way.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink that reads "F. Skatler".

**Chief Executive Officer
Lydiate Learning Trust**

Job Description

Trust Communications and Events Manager

Purpose	Responsible for all Trust marketing, promotions, communications and events, including website content for all Trust websites.
Reporting to	Director of Operations
Contract	Part Time – 3 days per week – 22.5 hours Hours of work 8:15 am to 4:15pm (Plus a requirement to work evenings to accommodate the event management element of the role as and when required)
Salary	NJC 30 -33
Core Duties	<ul style="list-style-type: none">• Oversee, manage and develop the websites of LLT, CSSA, DHS, SCITT and any future schools that join the Trust. This will include uploading material, designing pages etc.• Control and safeguard the brand of LLT in order to preserve the integrity of the brand and associated logos.• Develop and implement a house style presentation policy to ensure consistency across Trust.• Manage and populate the social media channels of Twitter, Facebook, LinkedIn etc for all centres.• Develop and be responsible for all Trust branded material eg. prospectus, advertising banners etc• Scope all DFE, OFSTED, RSC and relevant social media material daily and sift to the CEO and Exec team as relevant.• Manage CEO and Exec team blogs/vlogs.• Manage press related activities, for example i.e. releases, articles, bad press, quotes etc.• Research articles and act as ghost writer for the Trust bulletin/newsletters distributed by the CEO and Executive Office.• Assemble and collate Trust wide questionnaires.• Liaise with Exec / Heads to publicise and promote any event• Establish a calendar of PR communications & events• Manage the key events that best promote the Trust eg. Awards evenings, year 9/12 option roadshows, SCITT graduation etc across the school sites.• Produce detailed proposals for events (including timelines, venues, staffing and budgets).• Organise and promote Trust wide community based activities as appropriate.• To create and implement an internal and external communication strategy.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification

Trust Communications and Events Manager

Qualifications & Training	
• Educated to Degree Level or Equivalent professional qualifications or experience	D
• Qualifications in and/or experience of Marketing.	D
• A good general education including at least GCSE (or equivalent) in English and Maths	E
Experience	
• Project Management experience	E
• Experience in a similar role	D
Skills/Knowledge/Aptitudes	
• A strong writer combined with knowledge / experience within an education setting	E
• Highly creative; outstanding written & verbal communication skills	E
• Strong knowledge of MS Office – including Word, Excel and PowerPoint	E
• Digital PR experience & good working knowledge of social media channels	E
• Ability to drive between Trust schools/Clean driving license	E
• Ability to Collaborate with internal & external stakeholders to deliver PR results	E
• Very strong organisational and administrative skills	E
• Can think strategically and identify opportunities and potential issues, has the ability to consider long term effects of shorter term decisions	E
• Close attention to detail combined with the ability to work accurately even when under pressure	E
• A responsive and flexible attitude to changing needs and demands	E
Confidential References	
• Positive recommendation from all referees, including current employer	E