



Post: **TTLT Communications, Governance & Media Officer**

Scale: SO2 TT + 4 (Pro rata £31,694)

Reports to: The Trust's Executive Officer

Purpose of the Job:

Governance – To work closely with the Trust's Head of Governance in ensuring all meetings are compliant and that the Trust adheres to all Department of Education policy and advice. To create annual meeting calendars and ensure all agendas are compliant.

Communications/Media – to work closely with the Executive Officer and the CEO to manage and improve communication on structures and strategies with all stakeholders. To write and publish communication materials including newsletters, website content, press releases and award entries, as well as engaging content for the Trust's social media platforms. To update marketing materials including school prospectuses, leaflets and posters. To seek new ways to connect with relevant audiences.



**The Tapscott
Learning
Trust**

*Working together,
achieving for all*



Specific Responsibilities

TTLT Marketing

Develop and update all school and Trust prospectuses

Lead on the development of marketing materials such as leaflets, posters and online promotion.

Communications

Liaise with school and Trust staff to gather information regarding key events, school successes and good news stories and use appropriate channels of communication to share these.

Write and publish termly newsletters for both staff and parents and send to all stakeholders, with the support of the Trust team

Write and send out press releases to key media outlets

Support with annual TTLT Awards event

Act as link to support Trust wide events: to attend school and TTLT events, take photographs and develop stories regarding these

To write national award entries for Trust/schools

Social Media Platforms - To create and schedule regular, engaging content for the Trust's social media platforms, including Twitter and Facebook, using Hootsuite program

Where beneficial, to develop new ways of connecting with audiences using social media

To manage social media communications

To promote social media audience engagement and increase audience presence

To manage the TTLT website

School Websites - To support schools in management of school websites, ensuring compliance and effective use.

To create quality, relevant, engaging website content which engages audience

To promote audience presence and participation on school and Trust websites.

Governance

To develop Governing Body support in conjunction with the Governance Lead including

To develop a comprehensive training calendar for all levels of governance

To assist the Governance Lead with the annual TTLT training event

To continue to develop systems that will best suit the needs of TTLT

To assist the Governance Lead proactively with agendas for all meetings including Board, AGM and LAB meetings



Equality and Diversity

The Tapscott Learning Trust is an Equal Opportunity Employer and recognises that some candidates may have been forced into an untypical or unconventional career path because of unavoidable personal circumstances or the prejudice they have met in life.

Should this apply to you, we hope you will not be deterred from making an application, which will be considered on your overall fulfilment of the requirements of this person's specification.

As a trust, we are committed to and champion equality and diversity in all aspects of employment with The Tapscott Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the federation.

We'd love to have a chat about why this could be the next career move for you. Call on 020 3108 0236 and ask to speak to Karen Shirt. You can talk about the opportunity and get a feel for whether it's right for you.

To apply, please complete the application form on the Trust website and return it to recruitment@ttl.academy