

Marketing Trustee Job Calander: Sept 2026 – Dec 2027

Assume Jan 2028 – Dec 2028 & Jan 2029- Aug 2029 to have similar work pattern as Jan 2027 – Dec 2027

Contract Start Date= 5th September 2026

Contract End Date= 31st August 2029

Total annual leave allowance= 67 days per Calander year

2026

September 2026					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
6 hours 30 mins	Training Attendance	Induction Training I: Introduction to Neurodiversity, Charity, Role, Briefing & Debriefing	3 hours	September 5th – 12th	Trainer: Co-founder (Dr Mitchell) Attendees: Marketing Trustee
	Training Attendance	Induction Training II: Intro to the Neurodiversity	2 hours	September 12th – 20th	Trainer: Recorded presentations x2

		Youth Advocate Programmes			Attendees: Marketing Trustee
	Training Attendance	Induction Training III: Reading the Budgeting Spreadsheet	1 hour	September 20th – 30th	Trainer: Recorded presentations x2 Attendees: Marketing Trustee
	Training Attendance	Induction Training IV: Understanding Values, Aims & Needs of Year 7-9 of the 9-year charity plan.	30 mins	September 20th – 30th	Trainer: Recorded presentation x1 Attendees: All Trustees
October 2026					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
3 hours 30 mins	Briefings	Marketing Team Briefings	30 mins	Within October 1st	Trustee involved:

				– October 4th	Marketing Trustee
	Briefings	Fundraising & Events Team Briefings:	30 mins	Within October 1st – October 4th	Trustee involved: Marketing Trustee
	Trustee “On-Call” Admin Duties	Admin Duties:	2 hours (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
	Meeting	Post-Probation Period Meeting: Meeting to check on how Marketing Intern #1 is settling into the role.	30 mins	Any date in October	Meeting host: Marketing Trustee Attendee: Marketing Intern #1
November 2026					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
11 hours 30 mins	Briefings	Marketing Team Briefings:	30 mins	Within November 1st –	Trustee involved: Marketing Trustee

				November 4th	
	Briefings	Fundraising & Events Team Briefings:	15 mins	Within November 1st – November 4th	Trustee involved: Marketing Trustee
	Recruitment	(Interviewer role) Positions recruiting for: - Marketing Intern - LinkedIn Marketing Assistant	9 hours (cumulatively)	November 2nd – November 16th (Dates & Times to be matched between 2 interviewers)	Interviewers: Marketing Trustee Co-founder (Dr Mitchell)
	Trustee “On-Call” Admin Duties	Admin Duties:	1 hour 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
December 2026					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
	Briefings	Marketing Team Briefings:	30 mins	Within December	Trustee involved:

12 hrs 45 mins – 13 hr 45 mins				1st – December 4th	Marketing Trustee
	Recruitment	(Interviewer role) Positions recruiting for: Website Developer	3 hours 30 mins (cumulatively)	December 2nd – December 16th (Dates & Times to be matched between 2 interviewers)	Interviewers: Marketing Trustee Co-founder (Dr Mitchell)
	Training Prep	Induction Training II: Intro to charity, role & social Media Audits:	1 hour	Deadline: December 7th	Trustees Involved: Marketing Trustee
	Meeting	Newsletter Co-creation Planning meeting:	45 minutes	Within December 7th – December 13th	Trustees Involved: Co-founder (Dr Mitchell) Marketing Trustee
	Training Delivery	Induction Training II: Intro to charity, role & social Media Audits	1 hour 15 mins	Within December 8th – 16th	Trainer: Marketing Trustee

					Training Attendees: New Marketing Intern(s) LinkedIn Marketing Assistant
	Meeting Prep	Biannual Trustee Meeting Prep:	30 mins	Deadline: December 9th	Trustees Involved: Marketing Trustee
	Meeting	Marketing Messages Alignment + 6 month plan meeting:	45 mins	Within December 17th – December 31st	Chair: Marketing Trustee Minute Taker: Marketing Dep Contributors: Marketing Intern #1 Marketing Intern #2 Marketing Intern #3

					LinkedIn Marketing Assistant
	Meeting	Departmental SMART Goal review meeting: Review 12-month SMART goal for the Fundraising, Events & Marketing department & co-build a 15-minute presentation that will be presented in the Biannual Trustee Meeting.	1 hour	Deadline: Before Biannual Trustee Meeting	Trustees Involved: Fundraising & Events Trustee Marketing Trustee
	Meeting	Biannual Trustee Meeting:	1 hour 30 minutes	To Be Arranged	Chair: Co-founder (Dr Mitchell) Minute Taker: Charity Administrator #2

					Contributors: NYA Programmes Trustee Fundraising & Events Trustee Marketing Trustee Charity Administrator #1
	(OPTIONAL) Training Attendance	Teambuilding Hour: Optional attendance	1 hour	To be Arranged	Trainer: NYA Programme Trustee Attendees: Optional attendance by all M2 SPED Awareness Staff
	Project Work	Newsletter Co- creation:	2 hours	Deadline: December 31st	Trustees Involved: Co-founder (Dr Mitchell) Marketing Trustee

2027

January 2027					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
6 hours 15 mins	Briefings	Marketing Team Briefings:	30 mins	Within January 2nd – January 4th	Trustee involved: Marketing Trustee
	Training Delivery	Induction Training II: Intro to charity, role & social Media Audits	1 hour 15 mins	Within January 2nd – January 15th	Trainer: Marketing Trustee Training Attendees: Website Developer
	Meeting	Team Social Media Debrief- Chair:	30 mins	Within January 25th –	Chair: Marketing Trustee

				January 31st	Minute Taker: Marketing Intern #1 Contributors: Deputy Head of Marketing Marketing Intern #2 Marketing Intern #3 LinkedIn Marketing Assistant (Ad-hoc) LinkedIn Marketing Assistant
	Training Attendance	“Conference Day” (Online): Attend for CPD in Neurodiversity	1 hour	Wednesday 27th January 6:30pm – 7:30pm	Chair: Co- founder (Dr Mitchell) Trainer: Project Development Intern External Guest Attendees:

					All M2 SPED Awareness Staff + Post- 16 Trainee Neurodiversity Youth Advocates
	Training Attendance	Simulated Supervision Scenario + Debrief:	1 hour 15 mins	To be Arranged	Trainer: Deputy Head of Projects & Mentoring Attendees: Marketing Trustee
	Trustee "On- Call" Admin Duties	Admin Duties:	1 hours 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
February 2027					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
4 hours 30 mins	Briefings	Marketing Team Briefings:	30 mins	Within February 1st –	Trustee involved:

				February 4th	Marketing Trustee
	Briefings	Fundraising & Events Team Briefings:	15 mins	Within February 1st – February 4th	Trustee involved: Marketing Trustee
	Meeting	Project Pitch Proposal Meeting: Website Redesign plan by Website Developer	1 hour	Between February 15th – February 28th	Chair: Marketing Trustee Co-Founder (Dr Mitchell) Contributor: Website Developer
	Trustee “On- Call” Admin Duties	Admin Duties:	2 hours 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
March 2027					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
5 hours 30 mins	Briefings	Marketing Team Briefings:	30 mins	Within March 1st – March 4th	Trustee involved:

					Marketing Trustee
	Meeting	Social Media Audit Presentation + Debrief Chairing: Attend the delivery of the findings of a social media audit on the charity's Facebook/ Instagram/ TikTok. Then chair the debrief	1 hour 15 mins	To be Arranged	Audit Deliverers: Marketing Intern #1 Marketing Intern #2 Marketing Intern #3 Debrief Chair: Marketing Trustee Attendees: Marketing Deputy
	Meeting	Post-Probation Period Meeting [X2]:	1 hour	Any date in March	Meeting host: Marketing Trustee Attendee: (new starters: Marketing Intern/LinkedIn Assistant)
	Miscellaneous	[OPTIONAL] Trustee Mental	-	To be Arranged	Trustees Involved:

		Wellbeing Day: A face-to-face social meet up for Trustees			All Trustees
	Trustee “On-Call” Admin Duties	Admin Duties:	2 hour 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
April 2027					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
4 hr 45 mins	Briefings	Marketing Team Briefings:	30 mins	Within April 1st – April 4th	Trustee involved: Marketing Trustee
	Training Attendance	“Conference Day” (Online): Attend for CPD in Neurodiversity	1 hour	To be Arranged	Chair: Deputy Head of Projects & Mentoring Trainer: VLE Intern Staff #2 Attendees:

					All M2 SPED Awareness Staff
	Meeting	Post-Probation Period Meeting [X1]:	30 mins	Any date in April	Meeting host: Marketing Trustee Attendee: Website Developer
	Trustee “On- Call” Admin Duties	Admin Duties:	2 hour 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
May 2027					

Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
4 hours 30 mins	Briefings	Marketing Team Briefings:	30 mins	Within May 1st – May 4th	Trustee involved: Marketing Trustee
	Meeting	Team Social Media Debrief- Chair:	30 mins	Within May 24th – May 30th	Chair: Marketing Trustee Minute Taker: Marketing Intern #2 Contributors: Deputy Head of Marketing Marketing Intern #1 Marketing Intern #3 LinkedIn Marketing
	Training Attendance	Leadership CPD Series: Session 1 of 3	1 hour	To be Arranged	Trainer: Leadership Staff Trainer

					Attendees: Co-founder (Dr Mitchell) NYA Programmes Trustee Fundraising & Events Trustee Marketing Trustee Deputy Head of Projects & Mentoring Deputy Head of Fundraising & Events Deputy Head of Marketing
	Trustee “On- Call” Admin Duties	Admin Duties:	2 hour 30 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
June 2027					
Estimated Total	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved

hours of work					
12 hours 15 mins	Briefings	Marketing Team Briefings:	30 mins	Within June 1st – June 4th	Trustee involved: Marketing Trustee
	Meeting	Marketing Strategy Review Meeting- Chair: Meeting to review June 2026 – June 2027 and plan edits to June 2027- June 2028	2 hours	Within June 1st – June 10th	Chair: Marketing Trustee Minute Taker: Deputy Head of Marketing Contributors: Rest of Marketing Team
	Miscellaneous	Marketing Strategy Write Up: Write up the June 2027- June 2028 Marketing Strategy.	2 hours	Within June 11th – June 20th	Trustee Involved: Marketing Trustee
	Meeting	Departmental SMART Goal review meeting: Review 12-month SMART	1 hour	Deadline: Before June 20th	Trustees Involved: Fundraising & Events Trustee

		goal for the Fundraising, Events & Marketing department & co-build a 15-minute presentation that will be presented in the Biannual Trustee Meeting.			Marketing Trustee
	Meeting	Trustee Annual General Meeting:	2 hours	Within June 20 th – June 30 th	Chair: Co-founder (Dr Mitchell) Minute Taker: Charity Administrator #2 Contributors: NYA Programmes Trustee Fundraising & Events Trustee Marketing Trustee

					Charity Administrator #1
	Training Attendance	Leadership CPD Series: Session 2 of 3	1 hour	To be Arranged	Trainer: Leadership Staff Trainer Attendees: Co-founder (Dr Mitchell) NYA Programmes Trustee Fundraising & Events Trustee Marketing Trustee Deputy Head of Projects & Mentoring Deputy Head of Fundraising & Events Deputy Head of Marketing

	Trustee “On-Call” Admin Duties	Admin Duties:	1 hour 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
July 2027					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
NIL- Protected 31 days of 67-day Total Annual Leave allowance					
August 2027					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
4 hours 30 mins – 5 hours 30 mins	Briefings	Marketing Team Briefings:	30 mins	Within August 1st – August 4th	Trustee involved: Marketing Trustee
	Briefings	Fundraising & Events Team Briefings (Protected Annual Leave Coverage):	30 mins	Within August 1st – August 4th	Trustee involved: Marketing Trustee

	Meeting	Team Project II: Planning Ahead for Seasonal Marketing Emails & Mailing List- Chair	45 minutes	To be Arranged	Chair: Marketing Trustee Minute Taker: Deputy Head of Marketing Contributors: Marketing Intern #1 Marketing Intern #2 Marketing Intern #3
	Training Attendance	Leadership CPD Series: Session 3 of 3	1 hour	To be Arranged	Trainer: Leadership Staff Trainer Attendees: Co-founder (Dr Mitchell) Marketing Trustee Deputy Head of Fundraising & Events

	(OPTIONAL) Training Attendance	Teambuilding Hour: Optional attendance	1 hour	To be Arranged	Trainer: Neurodiversity Staff Trainer Attendees: Optional attendance by all M2 SPED Awareness Staff
	Trustee “On-Call” Admin Duties	Admin Duties:	1 hour 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
September 2027					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
2 hours 15 mins	Briefings	Marketing Team Briefings:	30 mins	Within September 1st – September 4th	Trustee involved: Marketing Trustee
	Trustee “On-Call” Admin Duties	Admin Duties:	1 hour 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee

October 2027

Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
3 hours 45 mins	Briefings	Marketing Team Briefings:	30 mins	Within October 1 st – October 4 th	Trustee involved: Marketing Trustee
	Briefings	Fundraising & Events Team Briefings:	30 mins	Within October 1 st – October 4 th	Trustee involved: Marketing Trustee
	Miscellaneous	Contract Review Extensions: Decide whether to provide extensions to any current marketing team members who are not on their final fixed-term contract	30 mins	Within October 5 th – October 15 th	Trustee involved: Marketing Trustee

	Meeting	Team Social Media Debrief- Chair:	30 mins	Within October 25 th – October 31 st	Chair: Marketing Trustee Minute Taker: Marketing Intern #1 Contributors: Deputy Head of Marketing Marketing Intern #2 Marketing Intern #3 LinkedIn Marketing Assistant (Ad-hoc) LinkedIn Marketing Assistant
	Trustee “On- Call” Admin Duties	Admin Duties:	1 hour 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
November 2027					
Estimated Total	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved

hours of work					
11 hours 45 mins	Briefings	Marketing Team Briefings:	30 mins	Within November 1 st – November 4 th	Trustee involved: Marketing Trustee
	Recruitment	(Interviewer role) Positions recruiting for: - Marketing Intern - LinkedIn Marketing Assistant	9 hours (cumulatively)	November 2 nd – November 16 th (Dates & Times to be matched between 2 interviewers)	Interviewers: Marketing Trustee Co-founder (Dr Mitchell)
	Meeting	Project II: Email Marketing Debrief- Chair: Meeting to debrief over first seasonal email marketing	30 mins	Within November 22 nd – November 30 th	Chair: Marketing Trustee Minute Taker: Deputy Head of Marketing Contributors: Marketing Intern #1 Marketing Intern #2

					Marketing Intern #3
	Trustee “On-Call” Admin Duties	Admin Duties:	1 hour 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee
December 2027					
Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Expected Date	Trustee/Staff Involved
14 hours	Briefings	Marketing Team Briefings:	30 mins	Within December 1st – December 4th	Trustee involved: Marketing Trustee
	Recruitment	(Interviewer role) Positions recruiting for: Website Developer	3 hours 30 mins (cumulatively)	December 2nd – December 16th (Dates & Times to be matched between 2 interviewers)	Interviewers: Marketing Trustee Co-founder (Dr Mitchell)
	Meeting	Newsletter Co-creation	45 minutes	Within December 7th –	Trustees Involved:

		Planning meeting:		December 13th	Co-founder (Dr Mitchell) Marketing Trustee
	Training Delivery	Induction Training II: Intro to charity, role & social Media Audits	1 hour 15 mins	Within December 8th – 16th	Trainer: Marketing Trustee Training Attendees: New Marketing Intern(s) LinkedIn Marketing Assistant
	Meeting Prep	Biannual Trustee Meeting Prep: Things to prep include material and Departmental-based Reflection SMART goal monitoring.	30 mins	Deadline: December 9th	Trustees Involved: Marketing Trustee

	Meeting	Marketing Messages Alignment + 6 month plan meeting:	45 mins	Within December 17 th – December 31 st	Chair: Marketing Trustee Minute Taker: Marketing Dep Contributors: Marketing Intern #1 Marketing Intern #2 Marketing Intern #3 LinkedIn Marketing Assistant
	Meeting	Departmental SMART Goal review meeting: Review 12-month SMART goal for the Fundraising, Events & Marketing department & co-build a 15-minute	1 hour	Deadline: Before Biannual Trustee Meeting	Trustees Involved: Fundraising & Events Trustee Marketing Trustee

		presentation that will be presented in the Biannual Trustee Meeting.			
	Meeting	Biannual Trustee Meeting:	2 hours	To Be Arranged	Chair: Co-founder (Dr Mitchell) Minute Taker: Charity Administrator #1 Contributors: NYA Programmes Trustee Fundraising & Events Trustee Marketing Trustee Charity Administrator #2
	Trustee “On-Call” Admin Duties	Admin Duties:	1 hour 45 mins (cumulatively)	Throughout Entire Month	Trustee involved: Marketing Trustee

	Project Work	Newsletter Co-creation:	2 hours	Deadline: December 31st	Trustees Involved: Co-founder (Dr Mitchell) Marketing Trustee
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