

Jen Lorraine

Media, Communications, Digital Media & Events

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About Me

I am an experienced Media, Communications and Events professional with more than 20 years' experience working within the education sector, alongside a broad range of experience in digital media, marketing, events, photography, administration and stakeholder engagement.

I combine creativity with organisation and attention to detail, with a particular strength in turning ideas into engaging content and successful communications. From managing social media and websites to producing digital publications, photography, promotional campaigns and events.

My current role encompasses media, communications, digital content and events, working across both internal and external audiences. I manage a wide range of communications channels, create engaging visual and written content, support events and promote the school's identity and values.

I am equally comfortable working creatively or managing the detail behind a project, and I pride myself on being approachable, adaptable and able to manage competing priorities.

Professional Experience

Media, Communications and Events Officer

Brynteg School | Current

Leading on the school's media, communications, digital content and event promotion.

Key responsibilities include:

- Developing and delivering marketing and communications activity.
- Managing social media and digital communications.
- Maintaining and developing website content.
- Creating engaging written, photographic and visual content.
- Photography for school events, including proms, sports days, school productions and other major events.
- Producing newsletters, digital publications and promotional material.
- Managing digital signage and communications through school display systems.
- Supporting and promoting school events and community initiatives.
- Liaising with local media, publications, organisations and external stakeholders.

- Supporting community engagement, fundraising and partnership initiatives.
- Maintaining brand consistency across communications.
- Supporting GDPR, confidentiality and responsible management of digital content and photography.
- Providing administrative and organisational support where required.

Media Officer & Learning Resource Assistant

Education Sector

Supported staff and students with media projects, website maintenance, digital resources and technology.

Responsibilities included supporting digital literacy, creating and maintaining resources, assisting with communications and helping staff and students make effective use of technology.

Clerical & Administrative Roles

Education & Public Sector

With experience in administration and support roles, including correspondence, data management, communications, record keeping and system administration.

I also supported the transition to remote learning in 2020, assisting with systems, communications and user support during a period of significant organisational change.

Photography & Digital Media

Photography is an important part of my creative work.

Alongside my professional communications role, I undertake photography for a variety of school and community events, capturing natural and formal images for use across digital communications, publications and social media.

My event photography experience includes:

- School proms
- Sports days
- School productions
- Concerts and performances
- Community events
- Career Fairs
- Portrait and group photography

Key Skills

Communications & Marketing

Digital marketing, communications planning, copywriting, stakeholder engagement, public relations and brand awareness.

Digital Media & Content Creation

Photography, social media content, Canva, Adobe tools, graphic design, newsletters, digital publications and visual storytelling.

Website & Digital Communications

Website administration, content management, basic HTML and CSS, digital signage and online communications platforms.

Events

Event planning, promotion, coordination, photography, stakeholder liaison and on-the-day communications.

Administration & Data Management

Microsoft Office, data management, information systems, correspondence, organisation and confidential information handling.

Project Management

Coordinating projects, managing deadlines, working with multiple stakeholders and delivering projects against objectives.

GDPR & Confidentiality

Experienced in handling sensitive information professionally and maintaining confidentiality within an education environment.

Community & Professional Involvement

City of London & Education Engagement

Having initially been **Capped as a Freeman of the City of London**, I have since progressed to become a **Liveryman of the City of London** through my involvement with the **Worshipful Company of Carmen**.

As part of this involvement, I assist the **Worshipful Company of Carmen Education Committee**, supporting its work with young people and helping to develop awareness of **education, skills and career pathways within the logistics and transport sector**.

I am particularly passionate about connecting education with industry, helping young people understand the range of opportunities available to them and building meaningful links between schools, businesses and professional organisations.

Qualifications & Professional Development

- City & Guilds Higher Level 4 Apprenticeship in Digital Marketing
- City & Guilds ILM Higher Level 4 Leadership & Management

- Web Development – HTML & CSS
- Graphic Design for Social Media
- Journalism – Propaganda & Persuasion
- Media Studies
- Photography
- Art & Design
- English Language & Literature
- Welsh
- Essential Skills Wales – Digital Literacy, Numeracy, Typing & Word Processing
- CACHE Introduction to Childcare Practice

Professional Strengths

Creative – I enjoy developing ideas and turning them into engaging visual and written content.

Organised – Comfortable managing multiple projects, deadlines and competing priorities.

Adaptable – Experienced in responding positively to changing environments, technology and organisational requirements.

People-focused – Strong interpersonal and stakeholder communication skills, with an approachable and collaborative style.

Detail-focused – I understand the importance of accuracy, consistency, confidentiality and professional presentation.

Community-minded – Passionate about creating connections between organisations, people and their communities.

Professional Memberships & Other

- **Liveryman – Worshipful Company of Carmen, City of London**
- **DBS Disclosure Certificate**

Outside Work

Away from my professional life, I enjoy photography, playing alto-saxophone, kayaking, swimming, gym, yoga, badminton and keeping active.

I am particularly interested in opportunities that combine creativity, communications, community engagement and making a positive difference.

Get in Touch

If you would like to discuss communications, digital media, photography, events or potential collaboration, I would be pleased to hear from you.

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