



MINISTRY OF STORIES

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Company No. 7317370
Registered Charity No. 1138553

Deputy Director, Ministry of Stories

Full time, permanent contract | £35 000 - £38 000 p.a. dependent on experience

Managed by Director | Application deadline: 12 noon, 20th July 2017

The [Ministry of Stories](#) is a writing and mentoring centre where anyone aged eight to 18 can come and discover their own gift for writing. You'll find us hidden behind our own fantastical shop [Hoxton Street Monster Supplies](#). Through a range of innovative writing programmes, and one-to-one mentoring, we help young people discover and realise their own creative potential. We build confidence, self-respect and communication skills in both workshops for schools and out-of-school writing clubs. Then we provide a publishing platform for young writers, so these fresh, exciting voices are shared with the world. Nick Hornby, Lucy Macnab and Ben Payne founded the Ministry of Stories in 2010. Since then, around 2500 young people a year take part in our free writing programmes and projects.

As it reaches its seventh birthday, MoS has developed a core programme of creative learning from its Hoxton home with good evidence of impact, as well as efficient and robust operational systems. It has a strong track record in fundraising, with a broad portfolio of income streams including large and small trusts and foundations, corporate partners, individual donors and earned income. We are now growing our work to include a London based youth mentoring scheme, a digital mentoring platform and a national family of organisations and knowledge transfer programme.

We are looking for a confident and organised senior manager to work closely with the Director to deliver our business plan and lead a resilient organization. You'll be a forward planner with an ability to respond to opportunity and manage risk. With keen attention to detail as well as the overview, you'll have strong financial management skills. You'll bring excellent people management and communication skills to the role. You'll drive great fundraising and trading, and understand how our communications strategy can best support this. Working closely with the Director, you'll embrace the opportunity to develop a sustainable organization and take it to the next level of operation.

Key responsibilities

Champion and oversee strong operational and financial management of Ministry of Stories to maintain and develop an efficient and resilient organisation.

Strategic Management

1. Work with Director, Board and Management accountant to ensure robust financial planning and management.
2. Work with Director on structure and delivery of the business plan and support in making key strategic decisions.
3. Forward planning and allocating resources in line with the business plan.
4. Work with Director to ensure we have the most effective staff and trustees for the organisation, including integration of equality and community engagement strategy with governance and staffing.
5. Work with Director to support the Trustees to provide excellent governance, including managing board administration and paperwork.

Staff

6. Provide and inspire clear, supportive line management and a resilient, responsible work culture throughout the organisation, help people understand business plan goals and explain and manage expectations about decision-making.
7. Line manage Fundraising Manager to achieve fundraising targets and maintain fundraising administration, including reporting to funders and record management.
8. With Fundraising Manager, manage Marketing Co-ordinator to support fundraising strategy, manage social and digital media, manage design volunteers and print production and support PR work.
9. Line manage Trading and Administration Co-ordinator in successful running of HSMS, including Board management, and administration, IT and building management for the whole organisation.
10. Line manage Volunteer Co-ordinator in successful recruitment, retention and management of volunteers.
11. HR management and administration including maintaining policies and procedures, ensuring best practice.

Finance & Operations

12. Responsible for managing the Accountant and Bookkeeper who produce management & year end accounts/budgets/cashflow/run payroll.
13. Work with Fundraising Manager and Management Accountant to produce budgets for major funding applications.



14. Support team in distributed budget management including budget and income generation monitoring.
15. Manage day-to-day finance, supported by Trading and Administration Co-ordinator.
16. Oversee the achievement of earned income targets from HSMS, school bookings, venue hire and consultancy.
17. Oversee website and data management including CRM maintenance and best practice in their use.

Person Specification

Essential

- A minimum of 3 years senior management experience for an arts, young people's or education organisation.
- Experience and understanding of charitable fundraising, business development and/or income generation
- Experience of financial and budget management, with a proven record of developing and maintaining smooth running systems
- Excellent interpersonal, written and verbal skills with proven ability to build strong working relationships internally and externally and experience leading and managing a team.
- Highly organised and IT literate, experienced in managing diverse data streams and maintaining up to date records and policies.
- A strategic understanding of and commitment to volunteering, with the ability to develop streamlined and thorough practices to enhance the organisation's work
- Enthusiasm for the Ministry of Stories and empathy with its values and aims

Desirable

- Experience of venue management
- Experience in use of CRM database (Salesforce) and accounting software (Xero)
- Experience of working with people from a wide range of backgrounds and with a diverse range of needs
- Experience of current child safeguarding and health and safety best practice
- Experience of managing volunteers
- Experience of retail management, including stock control, supplier relationships and order fulfilment.

