



**MINISTRY OF STORIES**

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## **Ministry of Stories:**

### **Writing Programme Leader (Schools)**

[Ministry of Stories](#) (MoS) champions the writer in every child. We are a creative writing and mentoring centre that supports and inspires young people aged 8-18 in disadvantaged areas of east London to write. We believe that the best way for children to acquire skills and realise their potential is through the joyful discovery of stories and the development of their imaginations.

It all begins when visitors arrive and pass through Hoxton Street Monster Supplies, purveyors of household and fancy goods to every imaginable monster. Stop and shop for fang floss and tinned fear or continue through the secret door to the Ministry.

The MoS Writing Programme Leaders are the key members of our creative learning team, responsible for the effective delivery of our core writing programmes, both for visiting school groups and in schools themselves and in our out of school writing clubs for local children aged 8-12 years old. The two Writing Programme Leaders (Schools and Out of School) share responsibility for delivering this work, managing the relationships with children, families, teachers, schools, writers, designers and other partners involved in the programme. Their work is overseen and line managed by the MoS Director.

The key aim for this role is to develop and deliver an inspiring programme of schools writing workshops, both one-off and longer projects. Working closely with the MoS Director, the other Writing Programme Leader (Out of School) and a team of experienced and new volunteers, and collaborating with writers, artists, designers, parents and teachers, you will ensure the children get the most from the experience. You will facilitate exceptional creative learning, operate effective systems for keeping track of children's work and engage parents and teachers.

You will be a specialist in reading and writing, with educational, creative and administrative experience. You will recognise creativity in everyone and enjoy collaboration. You will need excellent facilitation and communication skills and experience of leading outstanding creative learning workshops. You should be able to demonstrate a clear understanding of the needs of schools and teachers in relation to our programmes and be able to build strong relationships with the primary and secondary schools with which we work.

## Key responsibilities

1. Jointly plan, coordinate, lead and manage our writing programmes. This includes:
  - supervising and coordinating regular schools' writing workshops and our Associate Schools Programme;
  - planning, organising and leading one weekly out-of-school club for 8-12 year olds;
  - supporting the other Writing Programme Leader in preparing holiday projects.
2. Support volunteer writing mentors to facilitate the workshops, preparing and leading a briefing and debrief every session in order to learn lessons and continually improve the programme.
3. Deliver outstanding training sessions for volunteers to support their development as writing mentors, and offer one to one support where needed.
4. Work with the other Writing Programme Leader, mentors, volunteer editors, illustrators and designers and other collaborators on final publications, productions or sharings of children's writing.
5. Have joint responsibility for measuring the impact of the programme on children and conduct evaluation of activity using the MoS internal evaluation framework.
6. Work together and with other relevant MoS staff to support parental and community volunteer recruitment and community partnerships as mutually agreed.
7. Collaborate with creative and education partners to develop writing workshops that explore all kinds of writing, from poetry to speech writing, scripts to song lyrics and build the core programme of MoS
8. Work as part of a team to deliver projects that are child led, developed through consultation with children and that reflect the interests and imaginations of the young people that we work with.
9. As appropriate, work as part of the team to support the replication of MoS methodology nationally and digitally.
10. Take communal responsibility for efficient and up to date data management and being up to speed on all organisational tools and have appropriate understanding of project budget management.
11. Ensure workshops at the Ministry of Stories run smoothly and that health and safety and safeguarding policies are upheld at all times.
10. To commit to the principles of the Ministry of Stories and champion our work with children and young people.
11. All other reasonable duties, as may be requested from time to time, by the MoS Director



## **Person Spec:**

### **Essential**

- At least 2 years' experience of devising and delivering high quality learning programmes for children aged 8-18
- Experience of writing or working with writers or creative practitioners for young people aged 8-18
- Experience of working closely with teachers and schools, parents and carers and understanding their needs
- Excellent communication skills
- Ability to prioritise and manage own workload
- Experience managing and/or training adults
- Experience of working with young people from a wide range of backgrounds and with a diverse range of needs
- An eye for detail and diligence when managing database information

### **Desirable**

- Experience of evaluating own work and of working with independent evaluators to measure the impact of education work
- Experience of current child safeguarding and health and safety best practice
- Some experience of project management and understanding of planning and production

## **Terms and Conditions:**

Title of Post: Writing Programme Leader

Reports to: Director

Hours: Full time (40 hours per week) Monday - Friday

Salary: £21 000 p.a. plus pension entitlement

Deadline for applications: noon, Monday 15<sup>th</sup> May 2017.

