



**Writing Facilitator
(Community)**
Ministry of Stories

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0.5 (2.5 days / 20 hours per week). Permanent contract.

Wednesdays, Thursdays, Saturday (am).

£24,000 pro rata.

Managed by Writing Programme Manager (Community)

Application deadline: 5pm, Thursday 1st July 2021

Interviews take place on: Tuesday 6th July 2021

Short practical sessions take place on: Thursday 8th July 2021, from 3:15pm

About Ministry of Stories

[Ministry of Stories](#) champions the writer in every child. Co-founded by author Nick Hornby in 2010, we help young people discover their confidence, imagination and potential through the power of their writing. We develop self-respect and communication skills through innovative writing programmes and one-to-one mentoring for children living in under-resourced communities, working in schools, and at our dedicated writing centre in east London. We empower young people to write brighter futures for themselves through the power of their ideas, creativity and imagination.

Inspired by San Francisco's 826 Valencia, you'll find us hidden behind our own fantastical shop [Hoxton Street Monster Supplies](#), which has been serving London's monster population (and the occasional human) since 1818. All proceeds from our monstrous offerings such as Cubed Earwax and Thickest Human Snot go back to support our work with young people.

Our programme currently includes:

- Weekly **Community Writing Labs** and holiday programmes for children and young people, hosted at our Writing Centre in Hoxton
- A **Schools Programme** delivering creative writing-led educational workshops, projects and training that support school's needs
- A **National Training** offer, supporting cultural and education organisations around the country to embed Ministry of Stories methodology for the benefit of their local children, young people and wider communities

The **Writing Facilitator (Community)** is part of the Programme Team. They are responsible for the planning and direct delivery of high quality, inspiring creative writing programmes for children and young people within our community.

This role involves occasional work off site, and is subject to an Enhanced DBS check. The post is subject to a 3-month probationary period.

Main Purpose

To plan, manage and deliver high quality, inspiring weekly creative writing programmes for children and young people within our community.

Specific Responsibilities

1. Programme Development and Delivery

- To research, plan and deliver the Community Writing Labs programme, currently on the days below. At present we expect these sessions to take place in person.
 - Wednesday (pm)** - 8-12 year olds
 - Thursdays (pm)** - 8-12 year olds
 - Saturday (am only)** - 8-12 year olds
- Lead Volunteer Writing Mentors to effectively support Community Writing Lab participants, including leading a volunteer briefing and debrief before and after each session.
- To maintain an awareness of volunteering needs for the Community Writing Labs, supporting the Volunteer and Programme Administrator to co-ordinate this.
- Deliver projects that are child-centred developed through consultation with children and that reflect the interests and imaginations of the young people that we work with.
- Support the planning and management of the final publications, productions or sharings of children's writing, working with editors, illustrators and designers and other collaborators as required.
- Support and encourage young people's recruitment, progression and leadership throughout and beyond the programme.

2. Relationship Management

- To work alongside external project partners to enhance the quality, depth, creativity and profile of the Community Writing Labs programme.
- To maintain and manage excellent working relationships with children, young people and their families, volunteer writing mentors, and local partner schools.

- To advocate the work of Ministry of Stories

3. Project Management: Finance, Evaluation and Impact, Marketing and Communications

- To monitor project budgets, in consultation with the Writing Programme Manager (Community) and organise the reimbursement of volunteer expenses if required.
- To undertake duties with an awareness of the need to promote cost-effective and efficient management, taking into account both post requirements and charity finances as a whole.
- To contribute to the evaluation and monitoring of the programme, implementing the Ministry of Stories evaluation framework, and supporting funder reporting requirements alongside the Development team.
- Keep accurate attendance records and fulfil requirements around data entry.
- To contribute to the organisation marketing plan, including the supply of print and website copy and case studies where required; and contribute towards digital and social media platforms.

4. Other Duties

- To contribute to the activities of other teams if necessary and as directed by the Writing Programme Manager (Community)
- To actively work within and promote the organisation's Safeguarding and Health and Safety policies
- To attend staff and other Ministry of Stories meetings. Some meetings and training may be held outside of normal office hours, including occasional evening and weekend activities, repaid through TOIL as agreed with your line manager in advance.

Person Specification

You will be a writing specialist, with learning, creative and administrative experience. You will recognise creativity in everyone and enjoy collaboration. You will have excellent facilitation and communication skills and experience of delivering outstanding creative learning programmes with children and young people.

Essential

- Driven and passionate to improve opportunities and outcomes for children and young people
- At least 2 years' experience of devising and delivering high quality learning programmes for children and young people
- Excellent communication skills
- Ability to prioritise and manage own workload
- Experience of working with young people from a wide range of backgrounds and with a diverse range of needs, ideally in a group setting
- Good project management skills and understanding of planning and production
- Excellent organisational and interpersonal skills, a positive outlook and enjoy engaging with a wide variety of people
- Methodical, thorough and enjoy attending to detail whilst able to multitask efficiently
- Ability to be flexible in your approach to delivering programmes for young people, depending on the needs of the organisation

Desirable

- A professional writing practice, or demonstrable commitment to own writing
- Experience of completing evaluation with children and young people
- Experience of using a database or CRM system for record keeping
- Experience of developing good relationships with with parents and carers and understanding their needs
- Experience of working with and leading volunteers
- Experience of current child Safeguarding and Health and Safety best practice



MINISTRY OF STORIES

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