



Education Programme Manager (Maternity Cover)

Ministry of Stories

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Full time (5 days / 40 hours per week)

12-month contract, with potential to extend

Salary range £26,000 - £28,000 p.a, dependant on experience

3% employer contribution to pension

Home, offsite at schools and office based, accessible office.

25 days annual leave

Flexible and welcoming team culture, open to exploring individual needs and preferences

Managed by Director

Please see additional terms and conditions on page five

Application deadline: 5pm Wednesday 24th November 2021

Interviews take place on: Wednesday 1st December 2021

If you require a larger format copy of this job description, please contact us on rob@ministryofstories.org or call us on 020 7729 4159.

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 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 the 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

Our Schools Programme:

- Delivers creative writing-led projects that respond to school needs
- Includes a combination of one-off, long-term and bespoke workshops and projects
- Supports collaborative working with and between schools through our consortium model
- Provides high quality training and professional development to teachers and support staff
- Offers a training and mentoring programme for Writing Facilitators

We are looking for an ambitious, organised and motivated Education Programme Manager to lead our schools programme over the next 12-months, supporting more east London children, young people and their teachers to find their voice through creative writing.

You will be responsible for nurturing and growing our relationships with schools, working closely with school leaders to understand their needs. You will plan with our growing pool of Writing Facilitators, using their strengths, specialism and interests to shape projects that respond to school needs.

This is the perfect role for a confident communicator and skilled project manager, with a good understanding of how creative approaches can meet the needs of schools. You will be driven to create the best possible opportunities for children and young people, celebrating their creativity and imagination, and the potential that is in every child.

You will have a good head for business and the skills to sell, coupled with the creativity and flair to programme effectively with our Writing Facilitators. You will enjoy working in a supportive, busy and fun environment and be motivated by our commitment to champion the writer in every child.

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

Main Purpose

To plan, manage and promote a portfolio of creative writing-led education programmes for schools and learning settings across Hackney, Tower Hamlets and Islington.

Specific Responsibilities

1. Schools Relationships

- To maintain and manage excellent working relationships with existing schools, including our three year partnership with a ten school consortium in Tower Hamlets.
- To instigate and build relationships with new schools and education partners
- To provide support and advice to schools in the development of creative writing-led programmes
- To advocate the work of Ministry of Stories locally, regionally and nationally

2. Project Development and Management

- To creatively support schools and Writing Facilitators in programme planning, drawing on learning from previous projects
- To support schools by ensuring that any programming builds on their strengths and addresses their needs, and where possible, involves children and young people in shaping the programme
- To research and develop new income generating schools projects in close consultation with the Director
- To research and develop professional development opportunities for teachers and school staff
- To support, nurture and grow a pool of freelance Writing Facilitators, managing their delivery of the programme
- To maintain an overview of volunteering needs for the schools programme, supporting the Programme and Volunteer Administrator to coordinate this
- To support and develop the Ministry of Stories systems for planning, contracting, project delivery and quality assurance

- 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

3. Finance

- To prepare and monitor all project budgets, in consultation with the Director
- To ensure correct invoices are created and sent out on time, in liaison with the Programme and Volunteer Administrator
- To undertake duties with an awareness of the need to promote cost-effective and efficient management, taking into account the charity finances as a whole
- To liaise with the Finance & Operations Coordinator with regard to maintaining accurate financial records

4. Marketing and Communications

- To lead sales of educational programmes and resources to new and existing clients, alongside and supported by the Marketing Manager and Programme and Volunteer Administrator
- 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

5. Other Duties

- To contribute to the activities of other teams if necessary and as directed by the Director
- To actively promote the organisation's Safeguarding Policy
- 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

Essential

- Driven and passionate to improve opportunities and outcomes for children and young people
- At least two years professional experience in a comparable role, or with relevant transferable skills
- Experience of devising and managing high quality arts learning projects for children and young people in collaboration with schools and Writing Facilitators
- Experience of working with a range of schools and other partners, building and maintaining excellent relationships, including at headteacher and senior leadership level
- Ability to inspire and engage when presenting an organisation's vision and products
- Ability to successfully communicate with teaching staff, Writing Facilitators and other partners, as required, building and maintaining a high level of client care and satisfaction in meetings, by email and phone
- Proven track record of sales in an educational context
- Ability to successfully manage multiple projects simultaneously
- Excellent organisational and interpersonal skills, an engaging and confident personality and enjoy dealing with a wide variety of people
- A thorough understanding of the formal education sector and the needs and challenges faced by schools
- Methodical, thorough and enjoy attending to detail whilst able to multitask efficiently

Desirable

- Experience of preparing and managing project budgets
- A degree or related qualification in the arts, education and/or arts management
- An excellent knowledge of creative writing and the English Curriculum

Terms and Conditions

Post:	Education Programme Manager (Maternity Cover)
Reports to:	Director
Peers:	Writing Programme Manager (Community Programme)
Contract Length:	12-months, with potential to extend
Hours:	Full time (40-hours per week, incl. lunch) Monday to Friday, preferred but flexible
Salary:	£26,000 - £28,000 pa, dependant on experience
Benefits:	3% employer contribution to pension Home, offsite at schools, and office based Wheelchair accessible office and open to discussing any other specific needs 25 days annual leave and time off in lieu policy Employee Assistance Programme Flexible and welcoming team culture, open to exploring individual needs and preferences

Deadline for applications: 5pm Wednesday 24th November 2021

Interviews: Wednesday 1st December 2021

To apply, please visit:

<https://ministryofstories.org/about/work-with-us/education-programme-manager-maternity-cover>

You will need to download and complete our application form and diversity monitoring form, and return them to jobs@ministryofstories.org by 5pm Wednesday 24th November 2021.

If you would prefer to submit a video rather than a written application form, please contact rob@ministryofstories.org and we can discuss how to do this!



MINISTRY OF STORIES

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