



Administrator - Volunteering
Ministry of Stories

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Full time (5 days / 35 hours per week) Monday to Friday, preferred but flexible

12-month contract, with potential to extend

Salary £22,500

3% employer contribution to pension

Home and Office based, accessible office.

25 days annual leave

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

Managed by Director

Application deadline: 1pm Thursday 6th January 2022

Interviews take place on: Tuesday 11th and Wednesday 12th January 2022

If you require a larger format copy of this job description, please contact us at 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

We are looking for a friendly, organised and motivated Administrator - Volunteering to coordinate volunteering opportunities across our programmes over the next 12-months.

You will be responsible for nurturing and growing our volunteer base, working closely with the programme team to understand and meet the volunteering needs of our Community Writing Labs and Schools programmes.

This is the perfect role for a confident and clear communicator who enjoys working with a wide range of people, and who has the organisation and administration skills to make the volunteering programme run smoothly. You will be good with systems and have an eye for detail.

You will enjoy working in a supportive, busy and fun environment, and will care about creating the best possible opportunities for the children and young people we work with.

This role is subject to an Enhanced DBS check, and has a three month probationary period.

Main Purpose

To coordinate volunteering opportunities across the programme, ensuring sufficient levels of volunteer support to meet the needs of the programme.

Specific Responsibilities

1. Relationships

- To manage and maintain excellent relationships with programme and admin volunteers, acting as their main point of contact within the organisation
- To create a warm, friendly and supportive volunteer experience
- To build excellent relationships with volunteering organisations and services, for example our local Volunteer Centres or University volunteering departments, to ensure a regular intake of new volunteers
- To champion Ministry of Stories and our work, including representing the organisation at events and through project visits where required

2. Volunteer Coordination

- To lead on all programme volunteer recruitment and retention processes, with a particular focus on diversifying our volunteer base, ensuring suitable levels of volunteer support to meet the needs of the programme
- To lead all administration for Volunteer Induction and other volunteer training, supporting the smooth running of the day.
- To help organise and promote volunteer social events
- To oversee a new volunteer recognition scheme, recognising the time and commitment given by our volunteers
- To oversee the implementation of a new volunteer booking app, making it easier and more efficient for volunteers to book and manage their sessions
- To carry out monthly monitoring and quarterly reporting on programme volunteering

3. Administrative Support

- To process and maintain systems for reference checks and Disclosure and Barring Service (DBS) checks across staff, volunteers and freelance contractors, alongside the Administrator - Finance and Programme
- To deliver programme volunteer case studies, under the guidance of the Marketing Manager
- To maintain accurate database records (Salesforce) and contact lists for volunteers

4. Marketing and Communications

- Lead volunteer marketing and communications, under the guidance of the Marketing Manager, including the production of regular newsletters and social media content
- Undertake marketing and promotional activity that supports effective regular volunteer recruitment and retention

Person Specification

Essential:

- Excellent communication skills and enjoy dealing with a wide variety of people
- Excellent administration skills
- Experience of arts, education or charity administration, or relevant transferable experience
- Organised and methodical with the ability to prioritise and meet deadlines
- Attention to detail, proofreading skills, and good presentation of work
- To undertake duties proactively, using initiative and problem solving
- Ability to work flexibly and cooperatively as part of a team and Ministry of Stories as a whole
- Committed to the principles of Ministry of Stories, including our safeguarding policy, and championing our work with children and young people

Desirable:

- Working knowledge of database software (Salesforce), website content management systems (Wordpress) and/or Mailchimp (newsletter management system)
- Experience of supporting volunteers
- An interest in creative writing, arts and education practice

Terms and Conditions

Post: Administrator - Volunteering
Reports to: Director
Peers: Administrator - Finance and Programme
Contract Length: 12-months, with potential to extend
Hours: Full time (35-hours per week). Monday to Friday, preferred but flexible
Salary: £22,500 pa
Benefits: 3% employer contribution to pension
Home 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: 1pm Thursday 6th January 2022
Interviews: Tuesday 11th and Wednesday 12th January 2022

To apply, please visit:

<https://ministryofstories.org/about/work-with-us/administrator-volunteering>

You will need to download and complete our application form and diversity monitoring form, and return them to jobs@ministryofstories.org by 1pm Thursday 6th January 2022.

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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