



MINISTRY OF STORIES



Trustee - Company Secretary: Charity Legal and Governance

Ministry of Stories

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Expression of Interest deadline: 5pm, Sunday 25th March 2022

If you require a larger format copy of this role 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

Opportunity to join the Board of Trustees

The Ministry of Stories Board of Trustees is looking for new trustees. We're looking for people who share our vision of inspiring and supporting young people's ideas, imagination and voice through their creativity and writing. You will have the skills, time and passion to be an important part of our pioneering organisation, helping us grow and develop, and keeping young people and creativity at our heart.

About the role:

The Company Secretary: Charity Legal and Governance will:

- Act as the lead on the board to oversee that the charity is operating within the legal framework of a UK registered charity and company limited by guarantee
- Contribute to the setting and shaping of the Ministry of Stories strategic direction
- Contribute to good governance, including compliance with Charity Commission and Companies House requirements, provision of guidance to other trustees as to their legal and ethical duties and responsibilities, and financial stewardship and stability
- Work with the chair of the board to ensure effective governance structures are in place and are regularly reviewed, updated and followed
- Champion our work by supporting our programme activities, attending our events and being an ambassador for the charity through your networks
- Work with the Director and Deputy Director along with other trustees to identify and manage risk

About You:

You will have:

- Legal and governance experience gained at a strategic level, ideally with experience from another trustee role
- An understanding of the Company Secretary role, and of the non-executive role of Trustees and the Board
- A level of commercial acumen and an understanding of finance and fundraising
- A strong commitment to the principles underlying the work of the Ministry of Stories: belief in the power of children's imagination, ideas and voice
- An understanding and commitment to Diversity and Inclusion

Appointment terms:

Trustees serve an initial three-year term and are then eligible for re-appointment for a second three-year term. Chair and vice-chair/s are eligible for a third-term.

The full board meets 4-6 times per year, usually with an additional away day. These meetings are a mix of on-line and in person, and typically take place on weekdays in the early evening.

In addition, all trustees are expected to sit on at least one sub-committee, currently Finance and Fundraising, and Business and Programme.

All trustees are expected to attend at least one Ministry of Stories project or event per year.

Remuneration

All trustee posts are voluntary. Reasonable expenses will be reimbursed.

Governance

The Ministry of Stories is a registered charity (no 1138553), governed by a Board of 8-12 trustees. Its trading activity is delivered by a separate trading company, Hoxton Street Monster Supplies, which is run under licence from Ministry of Stories and is governed by a separate Board of Directors. All profits from the trading company are returned to Ministry of Stories. The Board delegates responsibility to designated sub-committees (currently Finance and Fundraising, and Business and Programme) which advise the full board. Sub committees may include staff, board members and expert advisors. All Trustees run the charity in accordance with its governing document.

Next Steps

To apply, please send us:

- a short expression of interest (no more than one side of A4) that outlines why you are interested in the role, and the skills and experience you bring
- a CV or professional biography
- a completed [diversity monitoring form](#)

Deadline for expressions of interest is **5pm, Sunday 27th March 2022.**

Shortlisted candidates will then be invited to interview, on zoom, on Tuesday 29th or Thursday 31st March, early evening.

Successful candidates will then be invited to join a full board meeting as an observer in May, before being formally appointed in July.

If you would prefer to submit a video rather than a written expression of interest, or for an informal discussion about the role, please contact rob@ministryofstories.org / 07967 714238.



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