



MINISTRY OF STORIES



# Writing Facilitator Trainee Programme

Ministry of Stories

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Expression of Interest deadline: 5pm, Thursday 30th June 2022

If you require a larger format copy of this role description, please contact us at [rob@ministryofstories.org](mailto:rob@ministryofstories.org) or call us on 020 7729 4159.

## About Ministry of Stories

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**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

## Trainee Programme - Overview

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The Ministry of Stories Writing Facilitator Trainee Programme provides the opportunity for four successful applicants to gain experience and develop the skills necessary to deliver Creative Writing projects within school and community settings. Taking place over three school terms, you will have the opportunity to support lead Writing Facilitators in a range of school and community lab settings, lead an activity or session with support, and gain practical skills in planning and evaluating learning projects. There is also the potential to lead a project independently in the third term, with guidance from a lead Writing Facilitator.

You will take part in termly group progress meetings with Ministry of Stories staff, providing space for discussion and reflection on your experiences. Trainees will also be given free access to training workshops delivered by Ministry of Stories, including our teacher CPD. By the end of the programme, trainees will have experience in planning projects, writing session plans, delivering a workshop activity, and understanding Community Writing Lab and school settings.

This programme is designed to support early career professionals. We particularly welcome applications from:

- People of colour - particularly reflective of the communities that Ministry of Stories serves in Hoxton, Hackney and Tower Hamlets
- Hackney, Tower Hamlets and Islington residents
- Former Ministry of Stories participants or young Writing Mentors (16-25)

## Programme Outline:

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### Term 1: September – December 2022

- **Induction and Training** - meet all the trainees and the Ministry of Stories team. Share your work and writing practice and learn more about the Ministry of Stories approach. Complete our 1-day Induction Training, including mentoring skills and safeguarding
- **Mentor and assist** – Mentor our young writers and assist on five different Ministry of Stories projects in a range of settings, supporting experienced Writing Facilitators. i.e. 8-12's Community Writing Lab; 11-15's Community Writing Labs; One-off workshops; Primary or Secondary after school programmes; curriculum projects
- **Evaluate** – Evaluate your progress and identify key areas for development/discuss direction for the next term

### Term 2: January – March 2023

- **Mentor and Support** - Each trainee will work across a whole project (12 sessions / 6 full days), supporting a Lead Writing Facilitator
- **Lead** - lead a self-contained activity within this project, which will be planned with, and supported by, the Lead Writing Facilitator
- **Evaluate** – Evaluate and reflect on your experience leading a session and identify key areas for development/next steps

### Term 3: April - July 2023

- **Support or Lead** - there may be further opportunities to support on projects, or lead sessions or whole projects

Throughout the year you will have free access to any training workshops delivered by Ministry of Stories, including our teacher CPD.

## About You:

You will have:

- A qualification in English, creative writing or an arts subject AND/OR an established writing practice
- A passion for creative writing in education/learning and a strong desire to work as a Writing Facilitator in school and community settings
- Excellent communication skills and confidence in working with people of all ages
- Excellent time management and organisation skills
- Have or be willing to complete an enhanced DBS check
- Some experience in working or assisting in an education setting (desirable)

## Fees: £1,525

This is a paid trainee programme, based on our support artist rates.

### Term 1: £575

£150 - 1 x full day training

£375 - 5 x sessions @ £75

£50 - 1 x evaluation / review meeting

### Term 2: £950

£900 - 12 x sessions @ £75

£50 - 1 x evaluation / review meeting

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## Next Steps:

To apply, please send us:

1. A short expression of interest (no more than one side of A4) that outlines:
  - your writing practice;
  - any experience you have of working in education contexts;
  - why you think you would benefit from the Trainee Programme;
  - what you think you would bring to Ministry of Stories as a Writing Facilitator
2. A CV or short biography
3. A completed [diversity monitoring form](#)

Deadline for expressions of interest is **5pm, Thursday 30th June 2022.**

Shortlisted candidates will be invited to a group interview, on Tuesday 12th July, 10:30am.

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](mailto:rob@ministryofstories.org) / 07967 714238.



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