

Hoxton Street Monster Supplies

ESTD 1818

~ Bespoke and Everyday Items for the Living, Dead and Undead ~



MINISTRY OF STORIES



BOARD OF DIRECTORS | VOLUNTEER ROLE

Hoxton Street Monster Supplies

HOXTON STREET MONSTER SUPPLIES

BOARD OF DIRECTORS

Introduction

[Hoxton Street Monster Supplies](#) (HSMS) is the only shop in the world to cater to the everyday needs of every imaginable kind of monster.

We have been serving London's monster population (and the occasional human) since 1818. In 2020 [we ranked no. 25 in Time Out's 100 Best Shops in London](#) and featured in [Culture Trip's Guide to London's Best Independent Shops and Businesses](#).

We are a purveyor of quality goods for monsters of every kind - from Sugar Dusted Bogies to Thickest Human Snot - but due to a very inconvenient Curse, all the profits from the sale of monster supplies support free creative writing and mentoring programmes for young people at our charity, [Ministry of Stories](#).

The young humans who attend our writing programmes go through the shop's secret door to enter into the workshops of the Ministry of Stories. For these young humans, the shop acts as a bridge between the real world (school, home, Hoxton) and the world of their imagination, where anything can happen.

Co-founded by author Nick Hornby in 2010, our charity helps young people discover their confidence, imagination and potential through the power of their writing. One of our original founders, Alistair Hall, continues to work closely as Art Director for Hoxton Street Monster Supplies.

The shop's retail presence continues to be an important part of the charity, providing a warm welcome to children and their families. It also supports our ambition to diversify our financial mix and demonstrates how seriously we take play and imagination.

HSMS is a core part of our charity's identity, garnering attention for the work we do and as a public face for the charity. The more the shop can grow, the more stories we can help bring to life.

During the last year we have increased our online sales and we are now able to dispatch our quality goods to monsters around the world via a new partnership with the boutique online store, [Trouva](#).

We were also invited to host a pop-up shop at the prestigious Leadenhall Market between October – December 2022. Over the last few years, we have also worked hard to attract high profile wholesale partners including Liberty, The Old Operating Theatre Museum, National Museum of Scotland and Ethical Superstore.

We are a tiny store with big, hairy ambitions. Over the next three years, our plans include:

- Growing our sales and footfall
- Inventing more unique products
- Expanding our wholesale network
- Participating in Trade Shows
- Host pop-up shops around London

All this while maintaining the good humour of our brand, providing wonderful in-store experiences for our customers and helping more young people to unleash their imaginations.

Opportunity to join the Hoxton Street Monster Supplies Board of Directors

Hoxton Street Monster Supplies (HSMS) is looking for new Directors. These are volunteer roles. We're looking for people who share our vision to deliver a great retail experience, grow customer loyalty and increase sales, all motivated to return a healthy profit to support the Ministry of Stories. Profit from the shop, which is gift aided back to the charity each year, helps to inspire and fuel young people's ideas, imagination and voice through their creativity and writing.

As Director, you will have the skills, time and passion to be an important part of our small but mighty shop and help us to continue to grow and develop, while keeping young people and creativity at the heart of our motivation for retail success.

About the Role

Hoxton Street Monster Supplies Ltd (company number 08472232) runs the charity's retail operations. A robust governance structure (which includes observation of HSMS Board meetings by the charity's Chair) is in place to ensure that HSMS Board gives due consideration to the gift aiding of profits to the charity and explores how the HSMS shop can support the charity in meeting its charitable objectives beyond funding.

The HSMS Board holds the governance responsibility of the retail operation and comprises of five to six Directors including the Director of the Ministry of Stories and at least one Ministry of Stories Trustee. The remaining are non-executive directors who are drawn from varied backgrounds with differing specialisms.

Appointment terms

Directors serve an initial three-year term and are then eligible for re-appointment for a second three-year term, subject to Shop Board approval. The Shop Board Chair is voted in for a term of three years by the full Shop Board. A second term as Chair is possible subject to Shop Board approval. All Directors are volunteers and therefore the positions are unpaid.

Commitment

The full board meets four times per year (including once during the daytime, and three after working hours). Attendance can be virtual or hybrid but attending at least one meeting per year in person is expected. The meetings typically take place on weekdays.

One to two hours for reading papers prior to each meeting is normal. Quorum at meetings is two directors. Occasional attendance to the Hoxton Street Monster Supplies shop (159 Hoxton Street, London N1 6PJ) and other shop or Ministry of Stories events, is encouraged where possible. The role is unremunerated but reasonable expenses will be reimbursed with agreement.

About you:

Experience

- Previous Board or Director experience welcome but not necessary
- An understanding and appreciation of small charities, trading arms of charity, retail or small business including ecommerce
- One or more areas of specialism from: Commercial/Retail; Product Development; Buying or Procurement; Publishing; Accountancy; Brand; Licensing; Marketing and PR.

Person Specification

Essential

- Ability to provide strategy, scrutiny and support to enable effective business planning
- Ability to act as a critical friend for proposals and discussions
- Financial/commercial background essential (for this particular recruitment)
- Motivated to support the delivery of the charitable mission of the Ministry of Stories through the trading arm

Desirable

- Understanding of working with young people and/or creative and cultural organisations
- An association with our immediate community in Hackney and/or East London
- Ability to leverage your network for the benefit of the Charity and Trading Company

What we offer

- In return for your effort and enthusiasm, you will become part of a supportive and skilled Board of Directors
- We will value your contributions and welcome your ideas for the shop and the wider charity
- We are also keen to support your professional development and can explore these opportunities with you

Diversity and Equal Opportunities

Our programmes and shop proudly serve a wonderfully diverse east London community. We particularly welcome candidates who define themselves as:

- Black, Black British Caribbean and Black British African
- Asian and Asian British
- Turkish
- Mixed Ethnicity
- From our local area (Hackney, Tower Hamlets and Islington)
- Working class
- Disabled

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

You will need to download and complete our application form and diversity monitoring form, and return them to jobs@ministryofstories.org

Deadline for all applications is **midnight 23rd April 2023**. We will aim to carry out interviews in the week commencing 8th May.

Please visit:

www.ministryofstories.org/about/work-with-us/director_hoxton_street_monster_supplies

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