



Administrator (Fundraising)
- Part Time
Ministry of Stories

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Ministry of Stories

Part time (2.5 days / 17.5 hours per week), working days / hours flexible

12-month contract, with potential to extend

Salary £23,000 (pro-rata)

3% employer contribution to pension

Home and Office based, accessible office

25 days annual leave (pro-rata)

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

Managed by Development Manager

Additional terms and conditions outlined on pages 5-6

Please note all roles at the Ministry of Stories are subject to an Enhanced DBS check

Application deadline: 12 noon Sunday 20 August 2023

Interviews take place on: Wednesday 30 August 2023

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

Kirsty@ministryofstories.org or call us on 020 7729 4159.

This post would suit applicants with strong administrative skills. Your experience could be from arts or school administration, charity, local authority, small business, college or university. You will be supported to learn about fundraising - you don't need to be a current fundraiser to apply.

This may not be your first career - you may be interested in getting back into work after a period of absence, want to retrain to work in fundraising or charity, or wish to work flexibly around other jobs or caring responsibilities. You may already work at home and be looking to have a part-time role with an in-person team.

We are keen to receive applications from local people from Hackney and East London.

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 own 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 school's needs
- **National Support**, supporting cultural and education organisations around the country to learn about Ministry of Stories methodology for the benefit of their local children, young people and wider communities

We are looking for an organised and efficient Administrator to support the smooth and effective running of our fundraising over the next 12 months. The role provides administrative support across:

- Fundraising database, tracking systems
- Donations and donor communications
- Website and case study development
- Potential involvement in events, applications and report writing

You will enjoy getting things organised and keeping the fundraising function running smoothly. You'll have a good awareness of the things that we need to keep on top of regularly and be able to anticipate what's going to be needed next. You'll enjoy working across the team, be good with systems and have a great 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.

The Ministry of Stories is based in East London. We are open to discussing a hybrid of in-office and home working arrangements and the role may involve occasional off-site and evening work.

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

About our fundraising

Now in our 12th year, Ministry of Stories is focused on growing our writing programmes within our community and primary and secondary schools. To achieve this, we have been focused on expanding our sources of funding and increasing our earned income potential from school partners and our shop.

We are looking to appoint a strong administrator to help our fundraising. We are looking for someone who is friendly and organised, to provide excellent donor care, good systems management, and lead the development of new case studies. You will work with the team to keep our website fundraising pages up-to-date, and you will be given the opportunity to write blogs and support our Marketing Manager with content for our regular newsletters. Depending on your skills and interests, we hope this role will support the organisation of events and/or simple application writing.

We are in the process of recruiting a new Development Manager to the team and have a senior leadership team who are also active in fundraising.

Now is the perfect time to bring your talent and ideas to our small but mighty charity, to support our solid fundraising foundations and help to create a long-term, sustainable future for the Ministry of Stories.

Main Purpose

To deliver excellent administrative support to our fundraising team and provide great donor care. From research and developing warm relationships, through to writing case studies and website updates, and helping with reports and applications. This role will provide important support to the success of our fundraising at the Ministry of Stories.

Specific Responsibilities

I. Administration

- To research potential funders, under the direction of the Development Manager and Deputy Director
- To maintain our database, funder records, and application and report tracker

- To monitor the regular donations we receive and thank all new donors
- To keep a central record of funder commitments and ensure the team are organised and aware of upcoming deadlines
- To work with the Marketing Manager and Development Manager to interview and write case studies about our young writers, celebrate new partnerships and funders
- To ensure that fundraising activities comply with legislation and statutory requirements, including Data Protection, GDPR and fundraising best practice

2. Individual Giving and Supporter Communications

- To put the supporter experience at the heart of our fundraising in order to grow and retain donors and supporters. Where possible, seek out opportunities for supporters to see our work in action
- To lead all personalised thank you letters, handwritten cards and phone calls with donors as agreed, in a timely manner and to a high standard
- To keep the website fundraising pages up to date with relevant new material
- To draft blogs, website content and/or copy for newsletters
- To contribute ideas to the organisation communications calendar
- Potential to write smaller applications and reports
- Potential to represent the work of Ministry of Stories through hosting visits, funder meetings or events

3. Community Fundraising

- To provide support to community groups, individuals or staff who fundraise on behalf of Ministry of Stories
- To explore the potential networks held by our donors, supporters and volunteers which could help our fundraising or volunteering needs
- Potential to organise in-person or digital fundraising events, depending on need

4. Supporting the Fundraising Strategy

- To support the Deputy Director and Development Manager to deliver our four-year fundraising strategy and annual work plans
- To support the Development Manager to prepare board reports and track donations and where relevant to forecast and monitor income and expenditure
- To commit to the principles of the Ministry of Stories and to advocate for the importance of our work with children and young people with all funders

5. General Duties

- To contribute to the activities of the wider team as necessary and as directed by the senior leadership team

- To actively deliver the organisation's Safeguarding Policy
- Recognise your role as part of a small team and be an active part of a team culture that encourages close collaboration and supportive relationships between colleagues

Person Specification

You will be an organised and enthusiastic team member with strong administration skills. You will be keen to learn about fundraising and be encouraged to contribute ideas to support our fundraising strategy, while ensuring that our systems are working well to track our progress and our donors feel appreciated. You will have a can-do attitude and be interested in trying your hand at work you may not have done before. You may already be good at researching or writing, or willing to have a try. You will bring positivity, energy, ambition and be motivated by our commitment to help young people to write a brighter future for themselves. This may not be your first career - you may be interested in getting back into work after a period of absence or wish to work flexibly around other jobs or caring responsibilities.

Essential

- Strong planning and administrative skills with excellent attention to detail
- Experience of providing good customer services or donor care
- Good writing skills and an ability to work to a high degree of accuracy
- Accurate in interpreting and applying simple financial information
- Experience of developing positive relationships with colleagues or external people
- Motivated to learn about fundraising and how it can help unlock opportunities for children and young people

Desirable, not essential

- Experience of events or fundraising/development
- Experience of using a CRM database (e.g. Salesforce) and/or spreadsheets
- Experience of updating websites (e.g. wordpress) or design software (e.g. InDesign)

Terms and Conditions

Post:	Administrator (Fundraising) - part time
Reports to:	Development Manager
Hours:	Part time (2.5 days / 17.5 hours per week) during working week
Contract:	12-month contract, with potential to extend
Salary:	£23,000 (pro-rata)
Benefits:	3% employer contribution to pension

Home and office based
Wheelchair accessible office and open to supporting other access needs
25 days annual leave (pro-rata) and time off in lieu policy
Employee Assistance Programme
Flexible and welcoming team culture, open to exploring individual needs
and preferences

Deadline for applications: 12 noon Sunday 20 August 2023

Interviews: Wednesday 30 August 2023

To apply, please visit:

<https://ministryofstories.org/about/work-with-us/administrator-fundraising-part-time>

You will need to download and complete our application form and diversity monitoring form, and return them to jobs@ministryofstories.org by 12 noon Sunday 20 August 2023.

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



MINISTRY OF STORIES

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