



MINISTRY OF STORIES

POETRY IS...
BIG IDEAS
IN SMALL
SPACES

Trustee - with Fundraising Experience
Ministry of Stories

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Deadline for applications is **Tuesday 12th December 2023**.

About Ministry of Stories

Ministry of Stories champions the writer in every child.

We help young people discover their confidence, imagination and potential through the power of their writing. We develop self-respect and communication skills through writing programmes and mentoring for children in our community, 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.

You'll find us hidden behind our fantastical shop [Hoxton Street Monster Supplies](#), with all proceeds going back to support our work with young people.

Our programme currently includes:

- Free 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 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 approaches for the benefit of their local children, young people and wider communities

Opportunity to join the Board of Trustees

The Ministry of Stories is looking for a new trustee with Fundraising Experience: someone who can help connect us to individual philanthropists, senior corporate leaders and/or their own network, and help our fundraising team to lever significant income for the organisation.

You will share our vision of inspiring and supporting young people's ideas, imagination and voice through their creativity and writing. You will have the time and passion to be an important part of our organisation, helping us to secure the long-term financial security of the charity.

Ministry of Stories employs a small dedicated fundraising team, made up of our Deputy Director (0.8), Development Manager (0.8) and a Fundraising Administrator (0.5). Our Director is actively involved in fundraising, and the team's work is overseen by an engaged and active board of trustees who understand the importance of fundraising. Our Finance and Fundraising Sub Committee scrutinise and support the work in this area on a quarterly basis.

Our overall direction is to spread financial risk by seeking multi-year funding agreements and increasing the proportion of private income for our core work. We aim to grow our number of corporate partnerships and increase our community of individual and high net worth donors. In time, we aspire to rebuild our community and events fundraising.

About the role

The Trustee with Fundraising Experience will:

- Support the team to develop a pipeline of potential individual and/or corporate donors
- Make introductions, broker relationships and act as ambassador for Ministry of Stories
- Advise on our individual giving and corporate fundraising strategy and approaches
- Support with fundraising events and activities

About You

You will have:

- An extensive network of contacts
- The ability to encourage and influence peers to garner support for Ministry of Stories
- A strong commitment to the principles of 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

We are led by a Board of Trustees who reflect the wonderful diversity of our community and are committed to enhancing this as part of our ongoing trustee recruitment. We particularly welcome applications from residents of Hackney, Tower Hamlets and Islington, as well as applicants who are younger (under 35 years), people of colour, people with disabilities and/or members of the LGBTQ* community.

Terms

Trustees initially join the board for three years, and are then eligible for re-appointment for a second three-year term.

The full board meets 4 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, this role will be invited to join the Fundraising and Finance Sub Committee of the Board which currently meets during the work day (1.5 hours). These meetings are scheduled a year in advance.

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

Expenses and Access Needs

All trustee posts are voluntary. We are very happy to cover any reasonable expenses.

We are committed to making our Board as accessible as possible. If you have any access needs, please let us know.

Governance

The Ministry of Stories is a registered charity (no 1138553), with a Board of 8-12 trustees. A separate trading company, Hoxton Street Monster Supplies, 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 Sub Committees (currently Finance and Fundraising, and Business and Programme) which advise the full Board. Sub Committees include staff, trustees and expert advisors. All Trustees run the charity in accordance with its governing document.

Next Steps

To apply, please send us:

- a short email, letter or video (no more than one side of A4 or a 2 minute video) to rob@ministryofstories.org that tells us why you are interested in the role, and the skills and experience you bring
- a CV, professional biography or an up-to-date LinkedIn profile
- a completed [diversity monitoring form](#)

Deadline for applications is **Tuesday 12th December 2023**.

Shortlisted candidates will then be invited for further an informal conversation.

The successful candidate will be invited to join a full Board meeting as an observer, before being formally appointed at the following meeting.

For an informal discussion about the role, please contact rob@ministryofstories.org / 07967 714238.



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