



MINISTRY OF STORIES



**Deputy Director**  
Ministry of Stories

## Deputy Director

### Ministry of Stories

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Post:	Deputy Director
Reports to:	Director
Direct Reports:	Development Manager (0.8) Retail Business Manager (0.6) Administrator - Fundraising (0.5) Administrator - Finance and Programmes (1.0) Marketing Manager (0.4 - freelance)
Hours:	Part time (0.8 - 4 days per week) Working days negotiable
Salary:	£50,000 - pro rata
Location:	Hybrid - Office and Home working (2+ days per week on site)
Benefits:	3% employer contribution to pension 25 days annual leave and time off in lieu policy Confidential Employee Assistance Programme Flexible and welcoming team culture, open to exploring individual needs and preferences

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

This role requires some evening and weekend work, and sharing a Saturday on call rota (term time only) with the Director.

Deadline for applications: 9am, Wednesday 24th April 2024  
Interviews: Friday 3rd May 2024, in person at Ministry of Stories

If you require a larger format copy of this job description, please contact [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 (MoS) 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 writing programmes and mentoring for children in our community, by 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 (HSMS), 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:

- 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 the Ministry of Stories approach for the benefit of their local children, young people and wider communities

Our Guiding Principles:

1. **Children and young people first** - everything we do, and the decisions that we make, are always in the best interests of the children and young people we work with.
2. **Young voices matter** - we respect children and young people as writers, and collaborate, create and conspire with them to unlock their big ideas and produce the writing they want to write.
3. **Proud to be Hackney, proud to be East London** - our work is rooted in our local area and we take time to understand the needs of our families, schools and the wider community. We value and respect the creative talent and potential of our local area.

Our Values:

- **IMAGINATION** - we wake up imaginations and revel in mischief and playfulness, bringing a bold creative ambition to our work.
- **BELONGING** - we create a powerful sense of belonging, working together to achieve something special.
- **OPTIMISM** - we focus on people's strengths, and encourage all our people to use theirs to build a better society.

## The Role

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The **Deputy Director** is a core part of the senior leadership team, working closely with the Director to lead the organisation. The role is responsible for **strategic fundraising, finance and operations**, and is the strategic lead for our retail arm, [Hoxton Street Monster Supplies](#).

We are looking for a confident and organised senior manager to work closely with the Director to lead our resilient and growing organisation. You'll drive successful fundraising and trading income strands, and understand how our communications strategy can best support this. You will be a forward planner with an ability to respond to opportunity and manage risk. You will be able to meet challenges with clarity, resolving operational issues swiftly to maintain a clear focus on organisation strategy and growth. With keen attention to detail as well as the overview, you'll have strong financial management skills. You'll bring strong people management experience and excellent communication skills to the role. You will enjoy working in a small, driven, supportive and engaged team - knowing you can make a real and meaningful difference to the lives of children, young people and their families in our community.

You'll embrace the opportunity to develop a sustainable, ambitious and growing organisation, with a strong and supportive team culture.

## Main Purpose

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To lead the fundraising, finance and operations functions of Ministry of Stories to ensure an effective, resilient and sustainable organisation that meets the needs of our young writers, their families and schools.

### Specific Responsibilities

#### 1. Fundraising:

- Lead and develop the Ministry of Stories **fundraising strategy** - building a successful, sustainable mixed-income fundraising model that supports the growth ambitions of the organisation and aspirations of our young writers.
- Deliver high level **fundraising success** - actively involved in securing multi-year Trust and Foundations, Public and Corporate partnerships.
- Line Manage the Development Manager and Administrator (Fundraising) to achieve ambitious **fundraising targets** and maintain effective **fundraising administration**, deliver excellent donor and funder stewardship, reporting and record management.
- Grow and maintain key **funder and donor relationships**, including Arts Council England.
- **Lead our earned income strategy**, including our retail operation HSMS.

#### 2. Finance:

- Work with the Director, Management Accountant and Trustees to prepare annual and medium-term **budgets** for the organisation.
- Oversee **financial management** processes, including the production of monthly and year end Management Accounts, cash-flow forecasts, Charity Commission / Companies House filings, and leading the production of our annual Trustee Report and Financial Statements.
- Ensure effective and robust **accounting and banking processes** are in place, including being a senior bank signatory.

#### 3. Governance and Operations:

- Work with the Director to support the Trustees to provide **good governance**, including overseeing the policy review cycle. The role will work particularly closely with the Finance and Fundraising Sub Committee of the Board.
- Oversee **premises management**, supporting the Administor (Finance and Programme) to maintain a safe and effective working space for our young people and the staff team.
- Line manage the Marketing Manager (freelance) to effectively support fundraising, manage our websites, social and digital media, design and print production.
- Ensure effective **HR and payroll functions** are in place, and our **IT systems and CRM** (Salesforce) are fit for purpose and provide good value for money.
- Line manage the Retail Business Manager in the successful running of **Hoxton Street Monster Supplies**, including accountability and administration for our HSMS Shop Board.

#### 4. General Duties

- Oversee **cross-organisational action plans**: Equality, Diversity and Inclusion (EDI) and Environmental Sustainability.
- To actively deliver the organisation's **Safeguarding** Policy, including taking the role of Deputy Designated Safeguarding Lead.
- To contribute to the activities of the **wider team** as necessary and as directed by the Director.
- **Represent the organisation** externally at meetings, conferences, training and events.
- Recognise your role as a leading part of our small team and be an active part of a **team culture** that encourages close collaboration and supportive relationships between colleagues.

## Person Specification

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### Essential

- Driven and passionate to improve opportunities and outcomes for children and young people.
- At least three years professional experience in a comparable leadership role, or with relevant transferable skills.
- Experience, understanding and track record of leading and developing successful fundraising, business development and/or income generation strategies and workplans.
- Experience of successful bid writing for large grants / public funders, including budget development.
- Experience of financial planning and management.
- Excellent interpersonal, written and verbal skills with proven ability to build strong working relationships internally and externally.
- Experience leading and managing a team, getting the best out of people, and creating a nurturing, ambitious, motivated and supportive team culture.
- Highly organised, and good at developing and running efficient systems and processes.

### Desirable

- Experience and understanding of charity governance and compliance.
- Experience of piloting new approaches in fundraising or income generation activities.
- Experience in use of CRM database (Salesforce) and accounting software (Xero).
- Experience of website development (Shopify or Wordpress).
- Experience of premises management / running building-based services.
- Experience of current child safeguarding and health and safety best practice.
- Experience of retail management, including stock control, supplier relationships and order fulfilment.
- An understanding of our East London context and community.

## Next Steps

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To apply, please visit:

[ministryofstories.org/about/work-with-us/deputy-director](https://ministryofstories.org/about/work-with-us/deputy-director)

You will need to download and complete our application form and diversity monitoring form, and return them to [jobs@ministryofstories.org](mailto:jobs@ministryofstories.org).

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If you would prefer to submit a video rather than a written application form, please contact [rob@ministryofstories.org](mailto:rob@ministryofstories.org).



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