



MINISTRY OF STORIES



Writing Facilitator Trainee Programme

Ministry of Stories

Writing Facilitator Trainee Programme

Ministry of Stories

Expression of Interest deadline: 5pm, Wednesday 3rd July 2024

If you require a larger format copy of this role description, please contact us at tegan@ministryofstories.org or call us on 020 7729 4159.

About Ministry of Stories

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.

Trainee Programme - Overview

The Ministry of Stories Writing Facilitator Trainee Programme provides the paid 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 any 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:

Term 1: September – December 2024

- **Induction and Training (6th September 2024)** - 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 Mentor 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

Outcomes: You will have developed your mentoring skills; Experienced the broad scope of Ministry programmes; Observed a range of Writing Facilitators; and identified your areas of facilitation interest.

Term 2: January – March 2025

- **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 or session 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

Outcomes: You will have supported a Lead Writing Facilitator across an entire project; Understood the planning process for longer projects; Gained first hand facilitation experience; Identified and developed your own facilitation style.

Term 3: April - July 2025

- **Support or Lead** - there may be further opportunities to support on projects, additional placements if required, or lead sessions or whole projects. At the end of Term 3 we anticipate trainees will then move into our Freelance Writing Facilitator Pool, to be considered to lead future Ministry of Stories projects.

Throughout the year you will have free access to our freelance resources and 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, and trainees will be paid the following:

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

Term 3: Variable

- dependant on any additional placements, support roles or training required

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, Wednesday 3rd July 2024.**

Shortlisted candidates will be invited to a group interview, on **Thursday 18th July 2024, from 12:30pm.** This will include an opportunity to meet some of the previous cohort of Trainees, and our existing Lead Writing Facilitators.

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 tegan@ministryofstories.org.



MINISTRY OF STORIES

Ministry of Stories
159 Hoxton Street
London N1 6PJ

020 7729 4159
ministryofstories.org