



Chair of Trustees

Ministry of Stories

Chair of Trustees: Expression of Interest
Deadline: 9am, Monday 17th March 2025.

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 writing programmes and mentoring for children in our community, working in schools, and at our dedicated writing centre in Hackney. 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 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 everyone to use theirs to build a better society.

Our Programmes:

- 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**, working with cultural and education organisations and individuals around the country to share the Ministry of Stories approach

An opportunity to join the Ministry of Stories community

Ministry of Stories is looking for a new Chair of Trustees. This is a great opportunity for someone who shares our vision of inspiring and supporting young people's ideas, imagination and voice through their creativity and writing.

As our Chair you will get the chance to use your skills and time to play an important part in our pioneering organisation, helping us grow and develop. You will also get a huge amount in return - you will make a difference to the lives of young people in east London, you will work alongside a dedicated and passionate Board of Trustees, staff team and volunteers, and you will get the chance to experience the mischief and magic that comes with being part of our Ministry of Stories community.

The community we support is vibrant and diverse, and we are committed to creating a Board that reflects this. We welcome a conversation with you if you are inspired by our values and feel you can add value - we understand you may not have been a Chair before or think you meet all the desired skills.

We also recognise there can be barriers to taking on a volunteer role and we are keen to remove as many as possible and welcome a conversation with you about this - such as supporting travel costs and childcare. We are also open to a co-Chair arrangement, to support those new to this type of role, or to share the responsibilities of the role.

We pride ourselves on being an organisation that fosters inclusion and belonging. We would be happy to have an informal conversation with you about the role at any time. Please contact rob@ministryofstories.org.

About the role:

Our Chair of Trustees will:

- Provide leadership to the Board of Trustees, enabling them to provide effective strategic direction and fulfil their governance responsibilities.
- Hold the Board and Senior Team to account for the charity's mission, ensuring that each trustee fulfils their responsibilities and is engaged with our work.
- Work closely with the Director to ensure that the Board functions as a team.
- Support trustee recruitment to maintain the right mix of skills, expertise and diversity to best support the organisation.
- Platform and profile Ministry of Stories externally, and represent the organisation at Ministry of Stories events, key networking events and relevant meetings with funders and supporters.
- Build and broker relationships with cultural, education, youth, community organisations and other potential partners in close collaboration with the Director.
- Unlock relationships with funders, corporate partners and/or high value individual donors.
- Provide line management to the Director.

About you:

The skills we are looking for:

- A strong commitment to the principles underlying the work of the Ministry of Stories: belief in the power of children's creativity and imagination and in inclusiveness.
- The ability to act as an effective ambassador for Ministry of Stories across a variety of networks and contexts.
- Skills to draw out a range of opinions and ideas from diverse perspectives, and chair meetings effectively, bringing about clear actions and conclusions.
- The ability to bring appropriate balance of challenge and support.
- Pragmatism, persistence, imagination and optimism.

The experience you might have to support you in this role:

- Experience of operating at a senior strategic level - this could be in the arts and culture, education, community, or in another field.
- A keen understanding of financial management.
- An understanding of the role of fundraising and opportunities in London.
- Understanding and experience of charity governance and the chairing role.
- Experience of supporting organisational growth, ideally including a premises move.
- A good awareness of current and future opportunities regionally and nationally, including in the arts, culture, youth and/or education and learning.
- An understanding and commitment to Diversity and Inclusion.

Appointment terms:

Trustees serve an initial three-year term and are then eligible for re-appointment for a second term. Chair and vice-chair/s are eligible for a third-term.

Chair's Commitments:

Full board meetings (quarterly)	Essential
Full board away day (typically annually)	Essential
Finance and Fundraising Committee (quarterly)	Optional (preferred)
Business and Programme Committee (quarterly)	Optional (preferred)
HSMS Board - observer (biannually)	Optional
Working Groups (eg. Future Home)	Optional
Programme visits, donor events, trustee recruitment (ad hoc)	Optional (preferred)
Director - appraisal/performance management (annual)	Essential
Director - Support and Supervision (typically monthly)	Essential

Remuneration

All trustee posts are voluntary. Reasonable expenses will be reimbursed.

Governance

The Ministry of Stories is a registered charity (no1138553), governed by a Board of 8-12 trustees. Its trading activity is delivered by a separate trading company, Hoxton Street Monster Supplies, which 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 designated sub-committees (currently Finance and Fundraising, and Business and Programme) which advise the full board. Sub committees may include staff, board members 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](#)

Our programmes and shop proudly serve a wonderfully diverse east London community.

We particularly welcome candidates who define themselves as:

- People of colour
- From our local area (Hackney, Tower Hamlets or east London)
- Working class
- Disabled

Deadline for expressions of interest is **9am, Monday 17th March 2025**.

Shortlisted candidates will then be invited to interview either in person or on zoom on Tuesday 25th March (3-5pm) or Friday 4th April (3-5pm).

The successful candidate will then be invited to meet with the exec team and our outgoing chair, before being formally appointed at the full board meeting on 3rd June 2025.

If you require a larger format copy of this role description, please contact us. For an informal discussion about the role, please contact rob@ministryofstories.org / 07967 714238.

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MINISTRY OF STORIES