



MINISTRY OF STORIES



## Writing Facilitators - Community

x2 Roles

Ministry of Stories

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**NB: We intend to appoint two roles**

Roles: 2 x 0.5 (2.5 days / 17.5 hours per week). Permanent contracts.

Role 1: Tuesday, Wednesday, Friday (pm)

Role 2: Wednesday (am), Thursday, Saturday

£28,000 pro rata.

Managed by Head of Community Programmes

Application deadline: 12-noon, Monday 9th June 2025

Interviews take place on: Tuesday 24th June 2025, with potential for a second stage to lead a short practical session on Tuesday 1st OR Wednesday 2nd July.

To apply, please visit:

[ministryofstories.org/about/work-with-us/writing-facilitators/](https://ministryofstories.org/about/work-with-us/writing-facilitators/)

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) by 12-noon Monday 9th June 2025.

If you would prefer to submit a video rather than a written application form, please contact [rob@ministryofstories.org](mailto:rob@ministryofstories.org) and we can discuss how to do this.

## About Ministry of Stories

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[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
- A **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

The **Writing Facilitators - Community** are part of the Programme Team. They are responsible for the planning and direct delivery of high quality, inspiring creative writing programmes for children and young people within our community.

This role involves occasional work off site, and is subject to an Enhanced DBS check.

The post is subject to a 3-month probationary period.

## Main Purpose

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**To plan, manage and deliver high quality, inspiring weekly creative writing programmes for children and young people within our community.**

### Specific Responsibilities

#### 1. Programme Development and Delivery

- To research, plan and deliver the Community Writing Labs programme, currently taking place on the days below.

##### **ROLE 1:**

**Tuesday (pm)** - 6-8 year olds

**Wednesday (pm)** - 8-12 year olds

**Friday (pm)** - 6-8 year olds

##### **ROLE 2:**

**Thursday (pm)** - 8-12 year olds

**Saturday (am)** - 8-12 year olds

**Saturday (pm)** - 11-15 year olds

- Deliver projects that are child-centred, developed through consultation with children and that reflect the interests and imaginations of the young people that we work with.
- Create positive group dynamics in which all participants are safe, feel comfortable and are able to join in.
- Lead Volunteer Writing Mentors to effectively support participants, including leading a volunteer briefing and debrief before and after each session.
- To maintain an awareness of volunteering needs for the Community Writing Labs, supporting the Volunteer and Training Manager to coordinate this.
- Support the planning and management of the final publications, productions or sharings of children's writing.



## **2. Relationship Management**

- To work alongside external project partners to enhance the quality, depth, creativity and profile of the Community Writing Labs programme.
- To maintain and manage excellent working relationships with children, young people and their families, and volunteer writing mentors.
- To advocate for the work of Ministry of Stories.

## **3. Project Management: Finance, Evaluation and Impact, Marketing and Communications**

- To monitor project budgets, in consultation with the Head of Community Programmes.
- To contribute to the evaluation and monitoring of the programme, implementing the Ministry of Stories evaluation framework, and supporting funder reporting requirements alongside the Development team.
- Keep accurate attendance records and fulfil requirements around data entry.
- To contribute to the organisation marketing plan, including the supply of print and website copy and case studies where required; and contribute towards digital and social media platforms.

## **4. Other Duties**

- To contribute to the activities of other teams if necessary and as directed by the Head of Community Programmes.
- To actively work within and promote the organisation's Safeguarding and Health and Safety policies.
- To attend staff and other Ministry of Stories meetings and events, where required. Some meetings, training or events may be held outside of normal working hours, including occasional evening and weekend activities, repaid through TOIL as agreed with your line manager in advance.

## Person Specification

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You will be a writing specialist, with learning, creative and administrative experience. You will recognise creativity in everyone and enjoy collaboration. You will have excellent facilitation and communication skills and experience of delivering outstanding creative learning programmes with children and young people.

### Essential

- Driven and passionate to improve opportunities and outcomes for children and young people
- At least 2 years' experience of devising and delivering high quality learning programmes for groups of children and young people
- A professional writing practice, or demonstrable commitment to own writing
- Experience of working with young people from a wide range of backgrounds and with a diverse range of needs
- Excellent communication skills
- Ability to prioritise and manage own workload
- Good project planning skills
- Excellent organisational and interpersonal skills, ability to inspire others and able to engage with a wide variety of people
- Methodical, thorough and enjoy attending to detail whilst able to multitask efficiently
- Ability to be flexible in your approach to delivering programmes for young people, depending on the needs of the organisation
- Demonstrate a commitment to anti-racism and inclusive practice

### Desirable

- Experience of completing evaluation with children and young people
- Experience of using a database or CRM system for record keeping
- Experience of developing good relationships with parents and carers, and understanding their needs
- Experience of working with and leading volunteers
- Experience of current child Safeguarding and Health and Safety best practice

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