



MINISTRY OF STORIES

Trustee - Treasurer
Ministry of Stories

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Expression of Interest deadline: 9am, Tuesday 23rd April 2024

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

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 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 Board of Trustees is looking for new trustees. We're looking for people who share our vision of inspiring and supporting young people's ideas, imagination and voice through their creativity and writing. You will have the skills, time and passion to be an important part of our pioneering organisation, helping us grow and develop, and keeping young people and creativity at our heart.

About the role:

The Treasurer will:

- Help to set and shape the Ministry of Stories strategic direction, with a particular focus on financial sustainability
- Oversee and approve budgets, accounts and financial statements, and present these quarterly to the board
- Chair the Finance and Fundraising Subcommittee of the board
- Ensure that the charity has an appropriate reserves policy, accounting procedures and controls
- Ensure that the accounts are prepared and disclosed in the form required by the relevant statutory bodies, including the Charity Commission
- Ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keep the board informed about its financial duties and responsibilities
- Contribute to the fundraising strategy of the organisation

About You:

You will have:

- Financial qualifications and experience
- The skills to analyse proposals and examine their financial consequences
- A willingness to be available to staff for advice and enquiries on an ad hoc basis
- 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 three-year term. Chair and vice-chair/s are eligible for a third-term.

The full board meets 4-6 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, all trustees are expected to sit on at least one sub-committee, currently Finance and Fundraising (mid week, usually mornings online), and Business and Programme (mid week, early evening). Sub-committees meet quarterly.

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

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](#)

Deadline for expressions of interest is **9am, Tuesday 23rd April 2024.**

Shortlisted candidates will then be invited to interview on zoom, 30th April / 1st May 2024.

Successful candidates will then be invited to join a full board meeting as an observer in May, before being formally appointed in July.

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 rob@ministryofstories.org / 07967 714238.



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