

FIRST STORY

Head of Learning Job Profile

Role:	Head of Learning
Reports to:	Executive Director
Hours:	4 or 5 days per week
Contract type:	1 year fixed-term contract, in the first instance
Salary:	Starting at £40,000 (pro-rated to £32,000 for 4 days)

First Story brings talented, professional writers into secondary schools serving low-income communities, to work with teachers and students to foster creativity and communication skills. Established ten years ago, the charity has expanded significantly in the last five years and now works in 70 schools, across the country, supporting over 2,000 young writers in secondary schools. It also organises festival and publications of young writers' work and has developed National Writing Day, now in its third year, which reaches a nation-wide audience. In partnership with the BBC, the charity also runs the BBC Young Writers Award which shines a light on the creative achievement of young people and highlights the power of creative writing.

JOB PROFILE

This post plays a crucial strategic role in the organisation. The candidate will work closely with the Executive Director, Senior Management Team and Board of Trustees, to lead the delivery of the current programmes and shape the development of First Story's activities so as to fulfil its mission and expand its national and regional presence and reach. The role promises great variety in its opportunities and scope for the right candidate.

JOB DESCRIPTION

The post-holder will:

- act as one of the leading representatives for First Story, maintaining strong national and regional programme partnerships within the education and literature sectors;
- lead the programme team, to ensure that we deliver all programmes to expectations and agreed targets, and to extend our impact both in schools and more widely;
- contribute to fundraising bids and reports to funders of the programme;
- oversee the programme budget and feed into the organisation's budget-setting, fundraising and reporting processes, including regular reports to the board of Trustees;

- feed into and implement the long-term programme strategy, and work with the Executive Director, Senior Management Team and the Board of Trustees to inform the overall strategic direction of the charity;
- be the designated lead person on safeguarding;
- oversee First Story's impact and evaluation strategy;
- comply with First Story's policy and procedures at all times, including those relating to data protection, health and safety and safeguarding*;
- fulfil other responsibilities as agreed with the Executive Director and contribute to the overall work of the organization as required.

(*This is not an exhaustive list of policies and procedures.)

Relationships

Internal

- The Senior Management Team (Executive Director, Head of Partnerships and Corporate Giving, Head of Trusts and Major Giving, and Finance and Operations Manager);
- Leadership of the Programme Team and direct line management of the Programme Managers (who are based in the regions in which First Story has programmes);
- Operations Team and Fundraising Team;
- The Board of Trustees, Programme Subcommittee.

External

- Arts Council England, key funders, and programme delivery partners such as the BBC and Cambridge University;
- Other charitable organisations, particularly those in the fields of literature and creative writing
- External agencies such as publishers, pro bono supporters and the media;
- Schools, writers and students across the First Story network.

PERSON SPECIFICATION – characteristics, skills and experience required

The successful candidate will need to demonstrate the following:

- A commitment to First Story's vision and ethos;
- 5-7 years' experience working in a school, charitable or professional arts environment;
- Knowledge and experience of working with secondary schools and the ability to navigate the education sector and school structures;
- Excellent relationship-building and partnership skills;
- Line-management experience, ideally including management of remote workers;
- Strong entrepreneurial skills and a track record of being a self-starter;
- The ability to prioritise workload and manage time across multiple projects;

- Strong communication skills, both written and oral;
- Strong organisation, administration and IT skills.

BENEFITS INCLUDE:

- The opportunity to work in a committed and diverse team;
- 25 days Annual Leave per annum (pro-rated to 20 days for 4 days) plus pro-rated public holidays;
- flexible working;
- defined contribution pension scheme for all employees.

Salary: From £40,000 (pro-rated to £32,000 for 4 days).

LOCATION

First Story Office
Omnibus Business Centre
39-41 North Road
London N7 9DP

www.firststory.org.uk
Company no. 06487410 Charity no. 1122939

Frequent travel to First Story regions (East & West Yorkshire, East Midlands, South West) will be required as well as to other areas of the country. We will also consider applications from within or near our current regions of activity; however, we would expect the postholder to be based in the London office 3 days a week as a minimum (4 days for the full time role).

To apply:

To apply, please email Linda Craig at linda.craig@firststory.org.uk with a CV and a cover letter of no more than 2 A4 pages detailing your suitability for this role based on the job description and person specification, why the role interests you and how First Story fits into your career progression. Please include the ref 'Head of Learning' in the subject line.

The closing date for the role will be **Monday 3rd December at 9.00 am**. Interviews will be held in central London in the week beginning 10th December.

Please note:

Only those candidates selected for interview will be contacted.

First Story welcomes applicants regardless of race or colour, nationality or national or ethnic origin, religion or religious belief, gender, marital status, sexual orientation, disability or age.