



THE WRITING SQUAD

JOB DESCRIPTION

POSITION:	Writing Squad Administrator
REPORTS TO:	Writing Squad Director
FEE:	£5,500 for one day a week over a 12 month period

PURPOSE OF THE POST

- To provide an administrative service to the Writing Squad through the management of financial information, overseeing logistical organisation of meetings and workshops across the north of England, maintaining accurate databases and supporting the Director and Core Team.
- To manage news about the Squad on our website, through our monthly newsletter and to assist the Director in managing our social media presence.
- To assist the Director, Core Team and Board to meet their objectives and to contribute to the overall effective operation of the organisation.
- To represent and promote the work of The Writing Squad as appropriate.

WHAT IS THE WRITING SQUAD?

The Writing Squad exists to create the next generation of writers in the North. We provide workshops, 1-1 support and investment for young writers and literature activists.

Our initial programme is for writers aged 16-20 who live, work or study in the North of England and we continue to offer writers and literature activists writing and professional development as they begin their careers.

We are building a community of artists who make new work together and support each other's development. Our support is rigorous and long term. What we offer is shaped by the constant renewal of the needs, ambitions and circumstances of our writers, whom we encourage to create self-sustaining communities. We take Squad writers seriously as writers, artists and activists, they just happen to be young.

Since we started in 2001 we have worked with over 241 writers many of whom have gone on to be published, have productions staged, plays broadcast and films made. Grads have gone on to win prizes like the Evening Standard Best Play Award, the VS Pritchett Short Story Award and to work for literature and cultural organisations, or make some or part of their living as writers and artists.

We employ a Director, Steve Dearden, four days a week, have a Core Team of Emma Adams, Francesca Haig, Malika Booker and Stevie Ronnie providing one to one support, and we bring in freelancers to deliver our workshop programme. The Writing Squad is a national portfolio organisation of Arts Council England, who have extended their funding commitment from April 2021 for another two years.

HOW DO WE WORK?

The Squad is a virtual organisation. We have no offices, we work from home and wherever we are, we will return to holding workshops in places like Manchester Central Library, Yorkshire Dance in Leeds as well as hotels and we meet for one to ones in libraries and coffee shops, but we have always met online too.

A great deal of our activity relies on technology and social media. We communicate electronically, we are a paperless organisation, we value information and its rapid dissemination among our writers, we use Facebook and Zoom to build the Squad community, Facebook, Twitter, Instagram, email, text and Eventbrite to communicate within that community and Survey Monkey for evaluation. We communicate externally through a range of websites through a Wordpress CMS and a Mailchimp newsletter.

Of course we meet up too, as well as the one to ones – usually administrated by the member of the team delivering them – we have two or three core team meetings a year, four board meetings and all the workshops – that's usually up to 18 day workshops and a two day residential workshops a year, and at the moment three or four online writers workshops or meets a week.

As well as keeping the usual financial records, we record workshop attendance and all contacts we have with our writers, all of which is collated for our benefit but also for our reports to funders.

WORKING WITH THE WRITING SQUAD

You will be expected to provide your own office accommodation. Expenses can be claimed for travel. The Squad will provide any necessary computer software and training and can help with equipment too.

While there is no geographical limitation to the Administrator post, face to face meetings with the Director will take place as regularly as needed online and, when possible again, in person. The Director is based in Manchester. Board and Core Team meetings take place online and in Newcastle, Manchester and Leeds, workshop and project activity can take place anywhere in the Greater North region (from Cheshire, South Yorkshire, N/NE Lincolnshire up the Scottish border.)

The contract is offered on a freelance basis, you will be responsible for your own national insurance and taxes. We are looking for someone who is a flexible worker, someone looking to thread Squad work through their week rather than have a set day a week. The work will be more intense around periods when we have to arrange workshops or provide reports for funding deadlines and meetings, and have quieter periods when the main activity will be maintaining the web site and contributing to our social media presence.

You will be expected to have or gain before employment, proof of a recent Disclosure and Barring Service (DBS) check.

PRINCIPAL RESPONSIBILITIES

COMMUNICATIONS

Source, edit and upload items of news on Squad activities and those of our members/grads to www.writingsquad.com

Chase information news on Squad activities and those of our members/grad and draft regular newsletters, every two months.

Contribute, with the Director, to the Writing Squad's social media presence (Facebook/Twitter).

FINANCE

Maintain The Writing Squad's financial records.

MEETINGS AND WORKSHOPS

Internal Meetings

Board, checking availability, arranging dates and venues. 4 a year.

Core Team, checking availability, arranging dates and venues. 2/3 a year.

Squad Days and Residentials

Creating Eventbrite and direct email invites, booking venues or scheduling and sending out details of online meetings, updating the Squad's online Calendar, monitoring bookings, arranging and briefing squad members and the Core Team, attending from time to time.

SQUAD RECRUITMENT (Every two years.)

Organise selection meeting.

Manage and collate applications and make available electronically to selectors.

DATABASE AND ADMIN

Manage and update databases both on our internal files and in Mailchimp/Eventbrite/Google Forms.

Maintain our Squad Writers page and with the Director monitor and update the Squad website.

Report website and social media analytics to board meetings.

Collect, manage and report data from Squad evaluation (currently Survey Monkey once every two years, and Participatory Metrics for workshops.)

Collate and report environmental data to Arts Council England/Julie Bicycle.

Advise on any other internal systems that need streamlining or changing.

GENERAL

Prioritise and manage own workload.

Compile quarterly work reports and plans for the Director and Board.

Work in accordance with the intentions and requirements of the Writing Squad's Equality, Protection and Sustainability Plans.

Undertake any other duties that may reasonably be requested by the Writing Squad Director and Board.

HOW WE TREAT PEOPLE

The Writing Squad is committed to ensuring equality of opportunity for all the people we work with and expect everyone who works for us to have a positive attitude to equal opportunities for all, regardless of race, colour, nationality, ethnic or national origin, creed, disability, marital status or sexual orientation. We expect you to work safely and not put others at risk. We are also committed to keeping our carbon footprint as low as possible.

Our commitments are clearly expressed in Equality, Protection and Sustainability Plans, which we would expect you to apply to your work with the Squad and help refine in the future.

TO APPLY

Please send a CV and a letter **in a single Word or PDF document** to Steve Dearden, Director, The Writing Squad at steve@writingsquad.com.

Please also download and complete [this equal opportunities form](#) and add it as a separate attachment. It will be treated anonymously and will not be used in the selection process.

Closing date Midnight Sunday 15th November
Interviews Thursday 26th November on Zoom.

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