



WRITING SQUAD CO-ORDINATOR JOB DESCRIPTION & PERSON SPECIFICATION

POSITION: Writing Squad Co-ordinator

REPORTS TO: Writing Squad Director

FEE: £9040 for 1.5 days a week over a 12 month period

PURPOSE OF THE POST

- To provide an administrative service to the Writing Squad through financial management, overseeing logistical organisations of meetings and workshops across the north of England, maintaining accurate databases and supporting the Director and Core Team.
- To assist the Director, Core Team and Board to meet their objectives and to contribute to the overall effective operation and development of the organisation.
- Contribute to the voice of the Squad, both internally to Squad writers, and externally through meetings, digital presence and social media.

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 16-22 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 nearly 300 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 for theatre, poetry, prose and game development, and to work for organisations like the BBC, the Poetry Business and other 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 playwright Emma Adams, poet Malika Booker, poet and novelist Katie Hale, and artist and maker Stevie Ronnie. They provide one to one support and we bring in freelancers to deliver our workshop programme. Since 2023 we have also run our programme CORE2, in which Squad grads step into mentoring roles alongside the Core Team. The Writing Squad is currently a national portfolio organisation of Arts Council England.

HOW DO WE WORK?

The Squad is a virtual organisation. We have no offices, we work from home and wherever we are, holding workshops in hotels, libraries, universities and arts venues, and 1-1s in coffee shops, galleries, Zoom and Skype.

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, X and Instagram to build the Squad community, Facebook, email, text and Eventbrite to communicate within that community and Google Forms for evaluation. We communicate externally through a range of websites through a Wordpress CMS and an occasional 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 in person workshops, 12 online and fortnightly goal setting sessions.

As well as keeping the usual financial records, we record attendance at workshops and all the 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 Coordinator post, face to face meetings with the Director will take place at least once month. The Director is based in Manchester. Board and Core Team meetings take place in cities across the North including 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

THINKING AND CHANGE

Assist the Director and Board in their reflections on how the Squad operates and how we improve what we offer Squad writers and how we tell other people what we, and they, do.

COMMUNICATIONS

Contribute to the voice of the Squad both internally to Squad writers and externally through meetings, digital presence and social media.

Act as an additional point of contact for Squad writers for practical and pastoral enquiries. Signposting Squad writers to help and opportunities, and receiving any complaints or safeguarding concerns and liaising with the Board on them where necessary.

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/Instagram).

FINANCE

Maintain The Writing Squad's financial records, monthly.

MEETINGS AND WORKSHOPS

For board/Core Team meetings: checking availability, arranging dates and venues and attending/minuting two digital and two in person board meetings a year, the in person meetings coinciding with meetings for the Core Team. For workshops and Squad writer meetings/events: creating Eventbrite and direct email invites, booking venues/scheduling Zoom, sending out details, 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.

Assist in the coordination of Squad projects.

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 submit a letter by email to steve@writingsquad.com telling us why you want the job and what you will bring to it. Accompanying this should be a CV. **Please send all this in one document, preferably a pdf.**

Please also fill in and return [this equal opps form](#). It will not be used in the selection process and the information will remain confidential.

Do look at the Squad website for further information, however, if you would like to discuss any aspect of the Squad's work please email steve@writingsquad.com with your questions or suggesting times when you will be available for a phone discussion.

We want you to be able to make the best application in the easier form for you. Let us know if there is any way we can help you do that.

The Closing date is midnight on Sunday 9th November.

Interviews will be in wc/c 17th November (date provisional – tbc).

We will reply to everyone who applies and will pay the travel and access expenses of those we invite to interview.

The person spec is below.

The Writing Squad is committed to ensuring equality of opportunity for all the people we work with and expect you to have a positive attitude to equal opportunities for all.

PERSON SPECIFICATION

We are looking for a candidate who supports the values of the Writing Squad:

- We offer support that is rigorous and long term, 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.

We are looking for someone with an interest in writers and new writing and their development, someone who is self-motivating and independent, but likes working as part of a committed, creative and flexible team.

EXPERIENCE

Some demonstrable experience of administrative work in a related area, this will preferably be in the literature or artist development sector in an organisation or on a freelance basis.

KNOWLEDGE

- Knowledge of software for managing data and accounts, emailing and maintaining online resources.
- Some knowledge and understanding of the literature and/or artist development sector.
- Knowledge of the principles of equality, protection and sustainability and the ability to apply these in working with Squad writers, other employees and the public.

SKILLS

Financial

- Ability to reconcile financial information, maintain ledgers and update budgets and cash flows

Communication

- Ability to communicate by phone, email and in person with external and internal contacts, including colleagues, Squad writers, and partners of the Squad.
- An ability to relate to Squad writers as part off our Core Team whether that is responding to their questions, issues and concerns or championing their work
- Ability to research, collate and present information and news stories in tones appropriate for reports, online publications and social media.

Organisation

- Ability to work without direct supervision to deadlines and to manage a varied workload.
- Ability to arrange meetings and venues.
- A meticulous attention to detail.
- A willingness to suggest and embrace change and contribute to the thinking of the Squad as it adapts to the news of our writers.