

GRIMM & CO



A Yorkshire charity, changing lives one story at a time

Grimm & Co is a registered charity: Charity No: 1154990. Registered Company No: 8765731
Grimm & Co, Ship Hill, Rotherham, S60 2HG

Tel: 01709 829750

Email: operations@grimmandco.co.uk

www.grimmandco.co.uk

Facebook, Twitter & Instagram: GrimmandCo



Full Time (40 hours per week) Creative Learning Manager (Out Of Schools)

Grimm & Co houses Yorkshire's first Apothecary to the Magical, founded by Graham Grimm in 1148 (just before lunchtime). As well as selling wild schemes, mysterious plots, and kitchenware to magical beings from Yorkshire and beyond, Grimm & Co has a very special secret... Behind the everyday façade of our beautiful base in the centre of Rotherham, through the secret doors hidden amongst the broomsticks and goblin mucus, there is a whole other world, only accessible if you have an intact imagination.

Here lies the Writer's Pad, a magical story destination where we champion the writer in every child, using storytelling to give every young person from every background a voice. Through our child-led approach, we unleash the power of young people's extraordinary imaginations, building their confidence and self-respect and enhancing their ability to communicate and aspire – all whilst having lots of fun!

Our charity enables children and young people to enjoy free creative activities that are all aimed at encouraging and inspiring writing. Most of our delivery has traditionally taken place at Grimm & Co itself, where we run both schools and out-of-school writing programmes. Around 3,000 pupils visit Grimm & Co each year with their schools in order to take part in our innovative, immersive, and artistic writing workshop, which have been developed in consultation with teachers in order to help meet their own and their students' current needs and challenges. As well as delivering energising writing workshops in-house at Grimm & Co, we also make visits to schools to deliver bespoke in-house workshops and longer term residency

programmes, and we plan to grow what we currently offer within school settings. Across our schools workshops we currently work with Key Stage 2 and Key Stage 3 students, but intend to further develop this programme up to Key Stage 5 and to take more of this learning into schools.

We also run a huge variety of free out-of-school writing programmes for children and young people aged 7-18, which take place after school, on weekends, and during school holidays. These cover a vast range of genres and disciplines – from poetry to prose, song to script, comic books to game development, film making to photography, and much more! – and always see the children and young people working towards high-quality real world outputs. Again, much of this delivery happens in-house at Grimm & Co, but we also deliver bespoke workshops in venues across our community and this provision is growing due to changes as a result of Covid-19. We also often take young people enrolled on our long-term workshop programmes on trips and visits, to build aspirations and open them up to new experiences.

As part of our out-of-school programme, we run an active external events programme that delivers child and young person and family learning provision at destinations across Yorkshire and the North, as well as offering family learning provision within our story destination.

During all our workshops, children and young people benefit from one-to-one mentoring and support from trained volunteers, and from innovative, exciting, and energised delivery from our highly experienced workshop facilitators.



We believe in...

- Using storytelling to give every child, from every background, a voice
- Challenging expectations and aspirations
- Inspiring whole communities to get involved in children's development
- Taking fun seriously

We always...

- ...prioritise children from disadvantaged backgrounds
- ...start from the child's imagination
- ...provide an audience for children's writing and deliver quality outputs
- ...differentiate and give children individual attention so that all children can take part and be heard
- ...accept and value volunteers
- ...engage local communities in a dialogue
- ...learn from what we've done
- ...create the highest quality outputs through proper care and attention to detail
- ...welcome ideas that contribute to the strategy, however weird
- ...prioritise children's experience
- ...make it easy for our audience to join in
- ...make it free for children to participate in our out of school programmes
- ...provide a safe environment
- ...collaborate with schools to create a tailored partnership
- ...make learning fun

Why are we here?

- Aspirations: We champion the writer in every child.

- Creativity: We believe that the best way for children to think in new ways, acquire skills and realise their potential is through the joyful discovery of stories and the development of their imagination.
- Core skills: Reading and writing are the core skills that open opportunities to our children, therefore without proficiency and confidence in these skills opportunities are out of reach or entirely closed-off

Programme goals:

- We build motivation, confidence, self-esteem and skills in both workshops for schools and through our out of school programmes
- We empower children and young people with one-to-one support and mentoring
- Perceptions: Grimm & Co supports our next generation to see themselves as writers, building confidence and skills with a 'can do, want to do' attitude
- Aspirations: We challenge expectations and aspirations, nurturing learning whilst nourishing imaginations
- Resilience: We develop the capacity for children and young people to use writing as a tool for resilience, and help young people to find their voices
- Talent: We deliver unusual and creative writing programmes which encourage young people to discover and unleash their talents, building self esteem and recognition of their individuality and creative potential
- Pride: We publish children's writing in a variety of ways to build pride in their work, to give a purpose to their writing, and to allow the rest of the world to experience the wonderful creations of our young writers
- Community: We involve the whole local community in our programmes and are supported by a force of committed volunteers from across South Yorkshire and beyond
- Explore: We introduce children and young people to different ways of writing that are available to them in the real world and which inspire new ways of thinking, e.g. lyrics, scripts, prose, poetry, manifestos, reporting, comedy, etc.
- Capacity: We offer teachers workshops in teaching creative writing, which explore unleashing imaginations and optimising child-led approaches through practical creative activities, enabling them to adapt and apply our approaches within the classroom

This distinctive child-led ethos is the backbone to all that we do.

Grimm & Co is supported by our spotlight writer, Jeremy Dyson (*The League of Gentleman, Ghost Stories*). Our 2 Doncaster Gate centre opened its doors on 29th February 2016 for children, young people, teachers, volunteers, and, of course, for magical beings of all denominations. After four hugely successful years, we have outgrown our original premises and have recently moved into a new home on Ship Hill. Though only a small step geographically, this is a giant leap for our charity. Our much larger new premises will become a renowned story destination, attracting magical and mortal beings from across the land to engage in stories in many ways. Our stunning new building will be an emporium of stories and will house a café, expanded retail outlet, and bookshop. As always, the profits generated from our retail arm will fund our charitable work, and our new building will boast multiple workshop spaces as well as a dedicated performance space for showcasing children and young people's work. Our new premises will give us the capacity to work with far more children, young people, and families from across our region, enabling us to change even more lives, one story at a time.

As we get ready to begin this exciting new chapter in Grimm & Co's story, we are now recruiting for an organised, enthusiastic and experienced Creative Learning Manager (Out Of School) to help us to deliver our learning programme.

Working closely with the Creative Learning Manager (Schools) and Chief Executive Officer, you will oversee, develop and deliver an inspiring learning programme. Our programme is at a crucial stage of development with our out of school delivery and evaluation of the impact this has on the children/young people we engage. The key aim is to develop and deliver an inspiring programme of writing workshops, ensure a quality published product is at the end of each programme of activity and build methods for evaluation. We place research and evaluation at the heart of what we do to continuously explore, test and learn about the impact of our work and how this can inform our activities.

You will commission, engage and support artists and a team of creatives to adopt Grimm & Co's philosophy and key way of working that builds the capacity of children and young people/families to engage in cultural, creative activities that lead to a positive engagement with writing.

You will oversee, plan, develop and facilitate a wide variety of innovative, engaging and inspiring creative workshops, and will build methods for evaluation into all aspects of our delivery so that this informs and influences our programmes, whilst providing information to our funders on the impact we are making through regular reporting. You will be a great leader, a starter/completer with outstanding communication skills. You will have a strong interest in, and experience of, creative, cultural education, project management, and research. You will recognise the social value of our charity, and as an enthusiastic self-starter be able to prioritise your time and coordinate and deliver projects effectively. You will have excellent attention to detail and an ability to keep things organized, together with good people skills and a way with words. Volunteers are important in all that we do and you will need to build volunteers' capacity to be involved in all aspects of the delivery programme. You will need excellent project management, administration and facilitation skills, whilst being enthusiastic, full of courage to have a go and not afraid of hard work. In return we offer an excellent environment to work in where you will see the difference you make to every child.

This work will take place both on-site at Grimm & Co and in-situ in community venues, schools and other sites across the Rotherham Borough and the wider region. You will develop and deliver Grimm & Co's 'mobile' outreach offer, working with the team to bring our creative learning magic to a range of venues through the use of our trailer and other pop-up immersive spaces, including tents and portable theatre spaces.

Though you will also be expected to work flexibly to support all of our creative learning programmes, the central focus of this post will be on overseeing our out-of-school provision, particularly our work with children and young people, families, and with some of the most vulnerable and marginalised children and young people in our community.

With support from our funders, we are currently working with partner organisations across our region to develop specialist creative learning programmes to support some young people in our area who need us the most. Groups we are working with include Looked After Children, young carers, children and young people who have suffered bereavement, who have been victims or are at risk of CSE, and who have experienced other forms of trauma (please note that many of these groups intersect). Building on our strong legacy of wellbeing-related writing projects, you will develop and deliver bespoke creative workshops designed to rebuild children and young people's confidence and self-esteem, develop resilience and emotional wellbeing, and nurture aspirations, all through the power of writing, stories, and imagination.

In this role, you will also develop our family learning programme. Grimm & Co already delivers a successful programme of work for younger children and their families, including our 'apothecary activities' – short, interactive sessions that fuse craft and literacy and are delivered in our shop space – and our pop-up offer, which we deliver at festivals and other community venues across our region. You will help Grimm & Co to extend this established work with families through developing a robust programme of exciting, innovative, and impactful learning activities.

You will develop and facilitate a fun, engaging and inspiring range of reading, writing, craft, art, and storytelling activities for children and young people. These activities will have literacy and creativity at their heart, and will support children's communication skills, confidence, and willingness to learn. Simultaneously, these activities will also build the capacity of families to support their children's development. Parents and carers are children's first teachers, and as such Grimm & Co's family learning activities take a 'whole family approach', with a key focus on empowering parents and carers to enjoy participating in creative learning activities alongside their children, developing adults' confidence to continue this type of work within home settings. You will liaise with a variety of partner organisations, including foster care services and other family/early childhood settings, in order to understand and meet the needs of the most marginalised communities and help improve educational outcomes.

Key responsibilities:

1. To oversee, manage and deliver our programme of writing workshops to ensure a high quality, engaging, creative and effective learning experience for children and young people.
2. To work with the Director on the development of the education methodology and the devising and delivery of new workshops and writing projects.
3. To create/manage schemes of work/session plans and learning resources for use in workshops and further afield (festivals/schools/etc).

4. To work closely with and manage relationships with other agencies/organisations/individuals to ensure an inclusive programme that meets the needs of children and young people.
5. To schedule, book and manage the workshop programme, both at Grimm & Co and off site. To liaise with teachers, parents, carers, authors, publishers and other agencies/individuals to ensure the smooth running of the programme.
6. To oversee and manage the production of workshop outcomes, working with designers, editors, printers, venues and other partners to produce the highest quality end product (ranging from in house book production to online content, videos and live performance).
7. To ensure workshops are resourced appropriately – including volunteers with skills to undertake mentoring and other tasks within the project.
8. To work with the Director and Volunteer Coordinator to help to develop, train and coordinate volunteer mentors.
9. To monitor engagement in accordance with Grimm & Co's aims and expected reach of children and young people.
10. To manage project budgets successfully and report regularly.
11. To lead, manage and supervise staff – ensuring they are valued, supported and supervised.
12. To organise activities and events to undertake outreach and to showcase our young people's artistic outputs – including at events/showcases, e.g. Grimm's annual showcase gala.
13. To create evaluation methods and analyse and interpret research and evaluation findings to facilitate planning and inform the wider audience about the impact of our work on children and young people.
14. To create and ensure an awe and wonder environment for all at the story centre.
15. To risk assess all activity and ensure we adhere to safeguarding policy, procedures and principles across practices to ensure standards for quality and health and safety are met.
16. To commit to the principles of Grimm & Co and champion our work with children and young people, in person, on line and in the general media.
17. To champion the work of Grimm & Co through presentation delivery, attendance at round table discussions, etc – this could be local, regional, national or internationally.
18. To monitor and evaluate activities to inform planning and complete reports for funders and trustees.
19. To line manage a team of coordinators and freelance artists, providing development and support, enabling and assuring the best outcomes for the children, young people and families we work with.
20. We are a small charity so tend to need to be flexible to enable others to take holidays/cover sickness – leading to the need to cover other aspects of our work, e.g. on occasions to staff the shop.
21. All other reasonable duties, as may be requested from time to time, by the Director/role supervisor.

Person Spec:

You will have strong knowledge of writing and reading learning practices with educational and administrative experience. You will have significant experience of delivering creative, cultural learning programmes that are engaging, enjoyable and impactful for those with whom we work. You will have experience of working with marginalised groups with a strong focus on inclusive practices affecting all aspects of engagement. You will be a communicative, enthusiastic, organized individual and a skilled collaborator with experience of delivering, evaluating and reporting. You will need excellent facilitation skills, project management, coordination skills and experience of leading and delivering outstanding creative learning workshops.

You will be working alongside and with the current Creative Learning Manager (schools). You will co-train and oversee the work of a diverse pool of highly trained associate artists, who specialize in different disciplines.

You will recognise the social value of our charity and as an enthusiastic self-starter be able to prioritise your time. You will have excellent attention to detail and an ability to keep things organized, together with good people skills and a way with words.

Please note that this post will require DBS clearance.

Essential:

- Significant and recent experience of inclusive, participatory engagement and learning.
- Significant and recent experience of purposeful, creative, cultural learning activities.

- Excellent verbal, presentation, written and digital communication skills
- Experience of delivering high quality learning programmes for young people/communities.
- Excellent interpersonal skills and able to motivate and support others in a team
- Motivated and with a deep empathy for Grimm & Co's mission.
- Experience of managing teams.
- Successful experience of managing budgets and projects.
- Experience of working closely with teachers, schools, parents, carers, youth leaders, agencies and understanding their needs.
- Able to thrive in a changing environment, and to work effectively on own initiative
- Open to continuous professional development and peer learning
- Up-to-date knowledge of safeguarding policies and procedures
- Experience of monitoring and working within defined budgets.
- Comfortable providing support and learning to a diverse volunteer pool
- Able to embed and promote equality and diversity through their actions and words
- Digitally proficient – social media, MS Word, Excel, Powerpoint.
- Ability to prioritise and manage your own workload.
- Flexibility – able to respond to the needs of the charity and participants.

Desirable:

- Relevant qualification at degree level.
- Experience of delivering successful creative writing programmes for young people.
- A demonstrable interest in and working knowledge of different creative and artistic practices/disciplines.
- Experience of working with young people from a wide range of backgrounds and with a diverse range of needs.
- Experience of evaluating own work and of working with independent evaluators to measure the impact of practices.
- Experience of managing and developing volunteers.
- Experience of working with a wide range of people to deliver quality activities and learning, particularly volunteers.
- Ability to lead communications to tell the story of our work, its impact and our charity to the wider world.
- Demonstrated creativity and experience with social media
- Experiencing of delivering or supporting the delivery of Arts Award
- A valid Driving License and confident to drive community vehicles

Please note that this post will require DBS clearance

Grimm & Co is an equal opportunities employer, and as a National Portfolio Organisation we are committed to significantly contributing to the Creative Case for Diversity. We welcome applications from candidates from diverse backgrounds, particularly candidates from the BAMER community, people who identify as LGBTQI+, and people with a disability.

We are a Disability Confident Committed employer, and offer a guaranteed interview to disabled candidates who meet the essential criteria for this position.

Terms and Conditions:

Title of Post: Creative Learning Manager (Out Of School programmes)

Reports to: Chief Executive Officer

Hours: Full time (**40 hours per week**) mostly Tuesday – Saturday (including evening and weekend work).

Salary: £27,183 p.a. + employer pension contribution (currently at 3%)

Contract: This position is permanent subject to funding availability.

Grimm & Co is committed to being an Equal Opportunities Employer.

Grimm & Co is a registered Charity No. 1154990.

Holiday entitlement: 25 days per year + bank holidays.

Interviews will be face to face, following social distance guidelines + observation of delivery in practice.

Deadline for applications: 12 noon, Monday 19th October, 2020.

Interviews will take place between 26th October and 6th November 2020.

Please visit www.grimmandco.co.uk/jobs to download an application form. Completed application forms should be sent to operations@grimmandco.co.uk with 'CREATIVE LEARNING MANAGER APPLICATION' in the subject heading.

If you have any access requirements that we need to be aware of for your interview, including restrictions relating to the current COVID situation, please contact us on operations@grimmandco.co.uk or call 01709 829750.



Supported by
**ARTS COUNCIL
ENGLAND**

