

GRIMM & CO



APPROVED BY

*Grimm*

[www.grimmandco.co.uk](http://www.grimmandco.co.uk)

Registered charity 01154990

## Creative Learning Coordinator – Connecting Chronicles



Grimm & Co is a Yorkshire charity, based in Rotherham, that supports children and young people to make meaning of the world around them and build a positive narrative for themselves within it through the joyful discovery of stories.

Our Emporium of Stories is an enchanting story destination with Book Nook, Apothecary to the Magical, a story market, Feastery (serving story-themed food and drink) and secret doors that hide beanstalks and writing/theatre spaces, where imaginations are ignited for children and young people to bring stories to life.

This role has been made possible due to funding support from the National Lottery Heritage Fund, in place until August 2027.

### We are looking for a Creative Learning Coordinator – Connecting Chronicles

#### The role in brief:

Working closely with the Head of Learning & Impact and Creative Learning Manager, coordinators will develop, plan and facilitate a variety of fun, engaging and inspiring arts-based activities for children and young people to empower them to undertake intergenerational action research with people of all backgrounds and ages to unearth and unlock hidden stories. These will span multiple artforms (such as writing, reading, craft, visual art, drama, storytelling etc.) and will include a range of innovative outputs that creatively share intangible heritage of cultural spaces through stories. These programmes will have creativity, culture and heritage at their heart, and will support children's communication skills, confidence and enthusiasm to learn, whilst building a sense of ownership, pride and connectivity to heritage assets of the town as the future custodians of these spaces/artefacts/stories.

Coordinators will adopt the Grimm & Co pedagogy – using a child-centered approach – to build socio-cultural literacies and support children and young people to make sense of the world around them and find their place within it. Simultaneously, the creative learning provision will build the capacity of those with influence on the child (parents/carers, educators etc.) and coordinators will work to build a whole family and community approach.

All of the Creative Learning Team will work closely with partner organisations and funders, including children's social care services, family/early childhood settings and formal/alternative education institutions in order to understand and meet the needs of the most marginalised communities to support educational outcomes.





## Some Key Terms & Conditions of the Role

**Hours Part Time:** 3 days per week (24 hours per week). We operate Monday – Sunday (general shift pattern, including evening and weekend work). A working pattern will be established by agreement on appointment.

**Holidays:** You will receive 25 days of annual leave plus all UK Bank Holidays pro rata.

**Reports to:** Creative Learning Manager

**Location:** Mostly in Rotherham

**Contract:** Fixed Term until August 2027

**Salary:** £27,171.34 pro rata

**Benefits:** Grimm & Co is a charity that rewards staff with a strong commitment to their well-being, staff discount, on-site parking and good working conditions.

## How to apply:

Please submit your CV and a covering letter to [amanda.barnes@grimmandco.co.uk](mailto:amanda.barnes@grimmandco.co.uk). In the subject field, please write “Application for Creative Learning Coordinator, Connecting Chronicles” followed by your name. The covering letter should outline – with examples - each bullet point from the Person Specification (see below).

Grimm & Co wish to make our application process as accessible as possible. If you are experiencing any barriers in applying for this position, please contact us to discuss this further. We also welcome your thoughts on how we can improve our approach so please do tell us if your experience of this process could have been improved.

If you have questions about the role and would like to have an informal conversation before submitting a completed application form, please contact the Head of Learning & Impact to arrange a conversation by emailing [gemma.thornton@grimmandco.co.uk](mailto:gemma.thornton@grimmandco.co.uk).

**Closing Date for Applications:** Midday on Monday 16<sup>th</sup> February 2026

**Interviews will be held on either the:** 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> of March 2026

Please inform us of any issues regarding these dates at the application stage.

**Start Date:** As soon as possible

# Job Description:



## Key Responsibilities

- Out-of-school programme delivery (including weekends/school holidays)
- Marketing and communications, reach and engagement with community individuals and groups to research stories, build creative opportunities for sharing, connect with children/young people and artists to facilitate building interactive storytelling approaches.
- Coordinating intergenerational activities and workshops with wider community groups/participants
- Empowering children and young people as researchers to find the intangible heritage oral stories at risk of being lost
- Research the heritage stories, unearth connections across cultures and communities
- Project delivery to plan, monitoring and reporting on outcomes, mitigating against risk
- Coordinate and secure appropriate artists to bring the found stories to life in interactive ways
- Support the creation of installations and community engagement with the project.
- Work with archivists/museum specialists to protect intangible heritage, build tangible artefacts to be shared and appropriately archive these stories.

## General Responsibilities

- Planning, resourcing, delivering and evaluating a varied, inclusive, innovative and engaging provision of arts-based story collection/storytelling workshops. These workshops will support children and young people to develop new skills in gathering others' written/oral stories around artefacts/place/experiences and consider creative approaches for disseminating and protecting these stories for other. These workshops will also help children to further their own literacy skills and build their confidence. To achieve this, the coordinator will:
  - Effectively facilitate our tried-and-tested programmes of work, and to devise and deliver new sessions/writing projects that are specific to heritage stories.
  - Create detailed sessions plans and produce immersive and innovative learning resources to enhance the learning journey.
  - Work with the Head of Learning & Impact and the Creative Learning Manager to explore effective evaluation methodologies to show the impact of our work. This includes gathering data in interesting and creative ways, analysing and interpreting research and using outcomes to inform future planning. The coordinator will monitor engagement and impact in accordance with Grimm & Co's aims.
  - To constantly reflect on the work that we do and contribute to internal and external report-writing.
  - To coordinate the production of workshop outputs, working with volunteers, designers, archivists, artists, editors, printers, venues and other partners to produce the highest quality professional end-product (ranging from books to films to live performances) relating to the discovered intangible heritage stories and connecting to communities and cultures.
  - Ensure the well-being of all participants.
- Build the capacity of those with influence on the child/young person to support their creative learning (e.g. through professional development or peer mentoring).
- Liaise and coordinate with our volunteers and freelance associate artists to enhance the quality and support of the provision.
- Establish strong working relationships with key stakeholders such as schools, charity partners, local community groups and families.
- Develop the outreach and engagement provision of the charity; working with groups who may have barriers to accessing this type of work and encouraging them to participate further in Grimm & Co programmes and/or community activities.

- Ensure all sessions are safe and inclusive, in line with all relevant safeguarding and health and safety. This includes writing risk assessments, and responding to incidents immediately, including escalating them to the relevant person(s) as required.
- Promote equity, diversity and inclusivity by following our EDI policy and demonstrating best practice. They will seek out continued learning in this vital area.
- Support the wider team as and when required with any other reasonable duties in the successful delivery of the charity's aims and objectives.

## About you/Person Specification:

Please use this person specification to create your covering letter using the bullet points below.

### Essential qualifications and experience:

- Experience of planning and delivering high-quality creative writing and arts workshops with and for young people. Your specialism might vary (it could be acting, scriptwriting, poetry, music, prop-making...), but you must be able to work with some level of confidence across a variety of arts disciplines.
- Experience of working closely with and understanding the needs of teachers, schools, parents, carers, youth leaders.
- Warmth, friendliness and enthusiasm, with a demonstrable ability to form positive and professional working relationships with participants, parents and carers, and other team members.
- Ability to thrive in a changing environment, and to work effectively on own initiative.
- Good timekeeping, including timely and clear responses to emails, and the ability to take responsibility for yourself and others (including tidying away and ensuring all data has been inputted accordingly).
- A demonstrable commitment to equity, diversity and inclusion, and an ability to embed this practice into the heart of your work. Making our workshops welcoming and safe to a diverse range of young people is really important to us.
- Strong working knowledge of safeguarding, health and safety, data protection, and other relevant processes and procedures.
- Experience working with communities who represent the global majority.

### Desirable experience:

- Experience of evaluating your own work to measure impact.
- Experience of working and coordinating volunteers to support your sessions.
- Experience of delivering in role, maintaining that the facilitation and objective remain clear, yet using characterisation to emphasise purpose and output.
- Experience working with children and young people with SEND.
- Knowledge and experience in delivering Arts Award.
- A valid UK driving licence.



## Pre-Employment Checks

- All employment offers are conditional upon receipt of two satisfactory professional references. Referees will be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.
- All contract types are subject to a probationary period of 3 months.

**Please note that this post will require DBS clearance, which will be completed by Grimm & Co for the successful candidate.**

## What our current Creative Learning Coordinators say:

*"The role of the CLC involves exciting delivery of workshops to children and young people. It is a fantastic opportunity to meet people from different backgrounds, both in person and remotely and offer support to encourage their creativity. The role requires you to be organised and have good time management, plus a love of having fun and being a bit silly. As well as delivery, there is a focus on planning sessions, administration, evaluation and analysing our feedback and outputs to keep improving our provision."*

*"For me the best bits are meeting new young people and hearing their amazing ideas and watching them grow in confidence. Seeing a project come to a close and the young people and their families enjoying the end output makes you feel proud and a great sense of achievement. Working with the young people is instant gratification and a reminder of why we do what we do."*

## If this doesn't sound like the role for you...

Why not have a look at our volunteering opportunities? Volunteers are our lifeblood here at Grimm & Co and we support a huge range of volunteering roles, find out more here: [Volunteering - Grimm & Co - Come and join our team \(grimmandco.co.uk\)](http://Volunteering - Grimm & Co - Come and join our team (grimmandco.co.uk))

