

GRIMM & CO



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www.grimmandco.co.uk

Registered charity 01154990

Creative Learning Coordinator – Maternity Cover



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 shop, a story market, Feastery Café (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.

We are looking for a Creative Learning Coordinator – for Maternity Cover

The role in brief:

Working closely with our Creative Learning Manager, 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 programmes will have literacy and creativity at the centre, and will support children's communication skills, confidence, and willingness to learn. You will liaise with a variety of organisations, including schools, specialist provisions and family/early childhood settings, to understand and meet the needs of the most marginalised communities and help improve educational outcomes.

There are three main foci for this role that involves planning, delivering and evaluating the creative programming for the following areas:

1. Early Years school and out of school sessions and programmes. This tends to be children aged 3-7 years in foundation stage and Key Stage 1. The successful candidate will coordinate and deliver our Family Learning Saturday Club where children attend with their caregivers to develop their literacy skills through creativity, and the parents/carers build their capacity as their child's first teacher.
2. Working in specialist settings with children and young people with individual needs. The term individual needs is what Grimm & Co use to refer to anyone with a need. This could be an access need, a neurodivergence, or anything else that a person might need support or allowances with to enable them to feel safe and valued.
The successful candidate will work with the Creative Learning Manager to deliver on our Connected Classroom project: developing an inclusive approach to learning in mainstream and specialist school settings.



3. Young Leaders out of school programme. Our Young Leaders meet bi-weekly on Wednesdays after school and help shape the direction and values of our charity. They are aged 13-18 and have a passion for creativity and the Grimm & Co mission. As defined by the Young Leaders themselves: Young Leaders are a group of diverse, supportive and innovative individuals who inspire others, one story at a time. We lead on our own projects and use our youth voice to better the future of the charity.

In addition, you will be required to support across the creative learning provision, such as delivering our Storymaking sessions, that take place three times per week and any other out of school and outreach sessions that may need support.

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: Hours 3.5 days per week (Tuesday, Wednesday and Thursday full day, Saturday 8:30am-12:30pm). This role is part time (28 hours per week).

We operate Monday – Sunday (general shift pattern, including evening and weekend work).

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 at Grimm & Co but may need to visit other educational/community sites.

Contract: Fixed Term 13 months

Salary: £28,122.34 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. In the subject field, please write “Application for Creative Learning Coordinator, Maternity Cover 2026” 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.

Closing Date for Applications: Wednesday the 22nd of July 2026

Interviews will be held on either the: Wednesday the 5th and Thursday the 6th of August 2026
Please inform us of any issues regarding these dates at the application stage.

Start Date: Beginning of September 2026

Job Description:

Key Responsibilities

- Planning, resourcing and delivering varied, inclusive, innovative and engaging programmes of creative writing and arts-themed workshops across all areas of the charity. These workshops will support young people to develop their own literacy skills and build their confidence, self-esteem and support them to make meaning of the world around them.
- To effectively facilitate our existing tried-and-tested schemes of works, and to devise and deliver new sessions and writing projects, creating session plans and learning resources as required.
- To work with the Creative Learning Managers on the evaluation of our programmes, analysing and interpreting research and evaluation findings to facilitate planning, and monitoring engagement and impact in accordance with Grimm & Co’s aims.
- To coordinate the production of workshop outcomes, working with designers, editors, printers, venues and other partners to produce the highest quality end product (ranging from books to films to live performance).
- To ensure workshops are resourced appropriately, including with support from volunteers with skills to undertake mentoring and other tasks within the project.
- To work with and deliver in communities in South Yorkshire, building long-lasting partnerships and relationships with all.
- To work with the Creative Learning Managers to coordinate our pool of freelance associate artists, who deliver and support many of our projects.

- Ensuring the sessions are safe and inclusive, in line with all relevant safeguarding, health and safety, risk assessment, and equity, diversity and inclusion policies and best practice. This may include responding to incidents, including escalating them to the relevant person(s) as required.
- Using evaluation methodologies to measure the impact on children and young people and analyse this in an internal report at the end of the academic year.
- On occasions to staff the shop/cafe and other fundraising duties as required.[MH1.1][GT1.2]
- All other reasonable duties, as may be requested from time to time, by the Director/Line Manager.
- To maintain regular communications with parents and carers of young people between workshops. Including via email, telephone call and in person.

About you/Person Specification:

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

Essential qualifications and experience:

- A recognised qualification working with children in the Early Years or SEND provisions.
- 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 working with older children and young people.
- 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.
- Knowledge and experience in delivering Arts Award.
- Recent First Aid qualification (within the last three years)
- A valid UK driving licence.



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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 4 months.
- **This post will require DBS clearance, which will be completed by Grimm & Co for the successful candidate.**

What our staff 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 \(grimmandco.co.uk\)](https://www.grimmandco.co.uk/volunteering)

