

WRITING ON THE WALL

FESTIVAL COORDINATOR RECRUITMENT PACK



Creating Change Through
the Power of Words.

writingonthewall.org.uk

WOW WRITING
ON THE WALL

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Thank you for your interest in joining Writing on the Wall's dynamic and growing team. We look forward to working with you to continue to offer creative opportunities to diverse communities of adults, children and young people through our festival and project work and activities.

Writing on the Wall is currently recruiting for a **Festival Coordinator** to work alongside our Programme Manager and Co-Directors to support on the delivery of **WoWFEST** and **Black History Month**.

The ideal candidate is someone who is committed to developing creative opportunities, understands the heart of this work and is willing to engage with local community groups to develop skills in the arts with the aim of improving quality of life and helping develop communities and provoke change.

We welcome and encourage applications from individuals without formal education and/or who identify as:

- D/deaf and/or disabled.
- Neurodiverse.
- Working-class, are on benefits or have criminal convictions.
- Global majority (This includes people of Black Caribbean, Black African, South Asian, East Asian, South-East Asian, Middle Eastern, Arab, Latin, Jewish, Romany and Irish Traveller heritage.) and/or migrant.
- LGBTQIA+



Writing on the Wall was founded in 2000, when we held our first annual festival. Since then we have delivered 21 annual festivals, Black History Month festivals, and continue to host an annual programme of projects using creativity to work with local communities.

We know how writing can transform communities. Writing can be a form of therapy, an act of resistance, a collaboration between opposing viewpoints, a tool to inspire and mobilise change.

Our programme has 4 strands: 'Creative Community Engagement', 'Children and Young People', 'Adult Skills, Education & Employment' and 'Festivals'. Our projects range from supporting women with experience of domestic abuse to skills development for the long-term unemployed. Our work is responsive, relevant and inclusive, continuously publishing and showcasing new talent in our anthologies and competitions. We have supported many writers and artists who have now been published and have developed successful careers within the creative industries.

Our annual literature festival, WoWFEST, and our annual Black History Month Festival offer a programme of local, national and international writers, performers, commentators and artists.

Community is at the heart of WoW, and we are continuously recognised for our commitment to diversity and inclusion. We are a National Portfolio Organisation of Arts Council England, who regularly rate our commitment to the Creative Case for Diversity in the Arts as 'Outstanding'.

We offer opportunities to share experiences and provide public platforms for stories to be heard and valued. It is an ongoing fight for equality but one we recognise daily, and we are committed to providing a space where underrepresented voices are encouraged, written about and shared.



“WoW promotes change whilst highlighting and tackling social and economic injustice. We aim to inspire personal and social transformation through writing and creativity. With a focus on writing which empowers we work with communities to gain strength through creativity.”

In February 2020 WoW was crowned Arts Organisation of the Year at the Liverpool City Region Culture and Creativity awards.

Madeline Heneghan & Mike Morris
WoW Co-Directors

MISSION:

To inspire diverse communities through creativity, writing, discussion, performance, inquiry and debate, to highlight and tackle social and economic injustice to support personal and social transformations.

VISION:

Creating Change Through the Power of Words.

VALUES:

- A belief in the individual worth and latent creative talent of people.
- A commitment to artistic excellence and supporting Arts Council England's aims of 'Great Art for Everyone'.
- A commitment to celebrating diversity; enabling access to, and stimulating interest in creative activities.
- A commitment to offering the whole community an opportunity to participate and the continued encouragement of emerging, aspiring and established writing talent.
- A commitment to quality and innovation in all the activities delivered through the Festival.
- Celebrating creative writing in all its forms: fiction, non-fiction, poetry, journalism, film, theatre, spoken word & song.



FESTIVAL COORDINATOR

WoW is recruiting a Festival Coordinator to support Senior staff curate and deliver WoW's main festivals and events. Led by the Senior Programme Manager and Directors, the Festival Coordinator will be the key individual setting up venues and coordinating with the entire team to ensure the smooth running of the events.

Prior to the festivals and events, the roles will assist in the set-up of all key marketing channels (print guides, website, SM platforms, etc.), press releases and conferences, ticketing systems and process tickets, obtain any permissions, liaise with partners and venues, artists, writers, budgets, etc.

The Festival Coordinator will also lead on the monitoring and evaluating of events and audiences, and relevant reporting of findings, statistics, etc.

This is a great opportunity for a highly motivated individual excited about working in a high paced environment, engaging with local groups and communities, passionate about words, diversity and inclusion, and eager to make a positive impact, to join a small yet dynamic and creative team.

Hours: 35hours/week

Working hours: Usual hours are 9:30-5pm but we offer flexible working to support each individual needs. This a Full-Time position. Due to the nature of the position, flexibility to work outside core hours occasionally to support activities is required. WoW does not pay overtime but offers TOIL (Time Off in Lieu).

Salary: £21,000

Responsible for: Project Worker and volunteers, with shared responsibilities for Project Assistants and admin staff.

Line Manager: Senior Programme Manager.

Key Relationships: Senior Programme Manager, project Staff, Partners, Project participants, schools and school pupils and young people. Directors and Trustees.

Location: The post will be based primarily at WoW's office in Toxteth Library, Windsor Street, Liverpool, but will involve working in a variety of settings as and when relevant to the needs of WoW's projects and events, with flexible and remote working arrangements available.

Holidays: 25 days per annum pro rata (not including public/statutory holidays).

Type of contract: Permanent

Pension: Employer contribution of 3% gross salary.

Training and Personal Development: WoW believes the best working culture is the one where employees feel happy, supported and incentivised. We offer a Personal Development Plan that includes training and performance management for personal and professional growth.



MAIN PURPOSE

The management and delivery of WoW's 2 annual festivals, WoWFEST and Black History Month, and all events including book launches and partnership events.

KEY RESPONSIBILITIES

Programming; researching and engaging with publishers, agents, community, partners, audiences and artists to programme high quality creative work and artists.

Curation of both festivals alongside Co-Directors, Senior Programme Manager and the WoW Staff team.

Finance; Budget monitoring and reporting costs, invoicing and administration of payments.

Fundraising; researching and engaging with bid-writing, fundraising and sponsorship development opportunities with grant awarding bodies, businesses and other organisations.

Creating partnership agreements and reporting to partners/sponsors.

Outreach and engagement; engaging with community organisations and partners to seek collaborative partnership opportunities.

Logistics & Co-ordination; scheduling, calendar monitoring, travel, accommodation, venue & artist availability.

Marketing & Distribution; coordinating and producing promotional material, press releases, interviews, articles, posters, flyers, brochures and coordinating proper distribution of said materials.

Events planning; liaising with contractors (booksellers, technicians, hosts, venues, photographers, caterers, ticket sellers & box offices), creating schedules, marketing and audience development.

Events management; coordinating on-the-day logistics, hosting and chairing discussions, communicating with event staff volunteers on duties and roles, ensuring smooth running of events.

Evaluations and feedback; coordinating and producing evaluations and feedback from audiences, artists, staff, contractors and partners.

Supporting the development of marketing campaigns for festival and events, helping to write and curate relevant content to reach targeted audiences.

Support the monitoring of WoW's Social network platforms and relevant online platforms to ensure we are engaging with the right audiences.

Be a WoW advocate in Social Media spaces, engage in dialogue and answer questions where appropriate.

Contribute to WoW's Database development.

RESPONSIBILITIES OF ALL WRITING ON THE WALL EMPLOYEES

Work as part of the team with other staff at WoW.

Act as an effective Ambassador for the charity at all times.

Work in accordance with **WoW Single Equality Action Plan and Equal Opportunities policy**.

Maintain accurate records in the various media specified for your areas of responsibility.

Demonstrate a commitment to continuing personal development and undertake any training necessary and participate in relevant supervision and appraisal.

The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.

To work within the Charities' guideline with regard to conduct, recognising its policies with regard to equality, Diversity and Inclusion, and showing respect and co-operation towards fellow colleagues.

Under Health & Safety legislation, all staff must work in the safest possible way in order to ensure their Health and Safety and that all others who may be affected by their actions.

Contribute to making WoW a safer environment for vulnerable people (children and adults).

To co-operate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships.

Demonstrate ability to **work independently and as part of a team**.

Demonstrate ability to **manage own workload** and use initiative.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post, which has been established on this basis.

ESSENTIAL

- Excellent communication skills.
- Strong ability and skills to organise community-based events/project management.
- Passion for the Arts and strong understanding of local community in-order to engage them to develop strong local relationships.
- Strong coordinating skills; organised, disciplined and independent. With the ability to multi-task and demonstrate working with a number of conflicting demands to meet multiple deadlines.
- A high level of motivation and initiative, with the ability to work autonomously with a minimum supervision, as well as working cooperatively as part of a team.
- Website content management and SM content development.
- Staff management skills.
- Ability to work collaboratively and develop effective networks.
- Ability to work autonomously with Information and Communication Technologies (including social media, email, spreadsheets and databases) effectively in a campaigning context.
- Ability to cost activities and manage budgets.

DESIRABLE

- Experience of working in the charity sector and/or the arts industry.
- Experience in Fundraising - private and/or public.
- Driving Licence and own transport.
- Educated to degree level, or equivalent.

PERSONAL ATTRIBUTES

- Flexible, adaptable and able to demonstrate the ability to make good decisions under pressure and deliver on deadlines.
- Able to think creatively to offer positive solutions.
- Able to work collaboratively and build good relationships with colleagues, volunteers and participants.
- Professionalism and composure at all times.
- Proactive in anticipating needs and seeking opportunities to add value.
- Able to present a positive, professional and contemporary image of the charity at all times.
- Open to new ideas and willing to embrace new ways of working.
- A good team player willing to support colleagues.
- A professional, friendly and approachable personality.
- Willing to undertake work related and personal development training as required.
- Self-motivated and assertive.
- Value the importance of an inclusive community-based arts organisation.

HOW TO APPLY AND RECRUITMENT PROCESS

Thank you for your interest in joining the WoW team. WoW is committed to equality and diversity and aims at increasing accessibility to employment by lowering barriers and implementing more inclusive processes. We will be conducting an anonymous recruitment process for this role. Please read the following instructions carefully ahead of preparing your application.

APPLICATION PROCESS

Your application should be emailed to **applications@writingonthewall.org.uk** by 3rd October 2021, midnight. You need to send:

- Application form which can be found **[here](#)**
- A Monitoring form which can be found **[here](#)** – Although this is optional, it is very helpful for us to collect as much information as possible to be able to address Equality, Diversity and Inclusion matters.

We accept written, audio and video applications. For audio or video files, please send a WeTransfer or Dropbox link to the above email address. In the body of your email please indicate your preferred communication method and any access requirements.

We do not accept CV's and Cover letters.

To enable us to make this a blind recruitment process we need your help. Please make sure you read the following so we can match your application with your email.

- Do not include any personal data (name, address, telephone, etc.) within the application form.
- The application form file name should contain the post you're applying for, your name and the year formatted as POST_NAMESURNAME_YEAR. Example of a submission by David Smith would be: *FestivalCoordinator_DavidSmith_2021*
- Monitoring form should not contain any personal details on the file name and should remain completely anonymous.

Receipt of your email will be administered by a member of WoW team and your attachments will be coded anonymously and held separately. Your application form will be passed to WoW Directors for shortlisting. If you'd like to discuss the role in advance of the application, please email **applications@writingonthewall.org.uk** with your questions, and we will get back to you as quickly as possible.

The interview panel will only see your personal details if your application is shortlisted. See below the Recruiting Schedule for all the key dates.

RECRUITING SCHEDULE

Advertisement published: 8th September 2021

Closing date for applications: 3rd October 2021 (midnight)

Shortlisting announced (all applicants will be informed via email): 7th October 2021

Interviews: 20th October 2021 online. A link will be sent via email.

Final result (all interviewees will be informed): 22nd October 2021

We are looking forward to hearing from you.

Kind regards,
Madeline Heneghan & Mike Morris
WoW Co-Directors

MADELINE HENEGHAN

Co-Director

MIKE MORRIS

Co-Director

EMMA HULME

Head of Programmes

Writing
Development
Manager

**AMY
CARRINGTON**

Project
Manager ASE

**GALA
PUJOL-FREIXER**

Company
Administrator

Festival
Coordinator

AILIS LORD

Children &
Young People
Project Coordinator

BECKY DOWNING

Children &
Young People
Project Coordinator

LAUREN BUXTON

Project Worker

**KATRINA
PATERSON**

Project Worker

JENNY DALTON

Project Assistant

NADIA ANIM

Producer

FARTUN ABDULLE

Producer

GEORGIA BERRY

Project Assistant

Volunteers

Freelancers

