

WRITING ON THE WALL

PROJECT WORKER RECRUITMENT PACK



Creating Change Through
the Power of Words.

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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 the successful applicant to continue to offer creative opportunities to diverse communities of adults, children and young people through our festival and project work.

Writing on the Wall is currently recruiting for a **Project Worker** to work on the delivery of our creative writing projects.

The ideal candidate will be committed to working with diverse communities to inspire personal and social transformation through writing and creativity.

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

- Neurodiverse
- Black, Asian and or part of another racial minority community.
- All applicants need to be aware that there are necessary requirements of the job that cannot be met with reasonable adjustments e.g., room set up, lifting and moving equipment, etc. (we are happy to discuss this with all applicants).
- LGBTQIA+
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.



Writing on the Wall was founded in 2000, when we held our first annual festival. Since then we have delivered 22 annual festivals, Black History Month festivals, and continue to host an annual programme of projects using creativity to work with local communities.

Writing can be transformative, an act of resistance, a collaboration between opposing viewpoints, a tool to inspire and mobilise change.

Our programme has a number of 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.

Our acclaimed Write to Work Programme, that uses creativity to develop skills that support people back into employment, training or education, has been shortlisted in the preparing for work nominations, for the Liverpool City Region Culture and Creativity Awards 2023.

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.



PROJECT WORKER

WoW is recruiting a Project Worker to support our community-based creative project work, with a particular emphasis on our Write to Work programme, which supports unemployed people, develop their skills and confidence to get them back into education, training or work.

The role will assist in administrative duties such as liaising with participants, partners, artists, writers, and venues and creating relevant web and social media content from the projects, etc. The project worker will be responsible for setting up venues for workshops.

The Project Worker will lead on the monitoring and evaluation 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 individual needs. This a full-time position. Due to the nature of the position, flexibility to work outside core hours to support activities is required.

Salary: £21,500 per annum

Line Manager: Senior Project Manager

Key Relationships: Senior Project Manager, Co-Directors, project staff, partners, project participants, schools and pupils, and young people, writers and creative industry professionals.

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. Given the nature of this post, there are limited opportunities to work from home.

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

Type of contract: Fixed term to December 2023

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

To provide support to WoW's project and festival work, including our community-based creative project, Write to Work.

KEY RESPONSIBILITIES

Attend and oversee the running of live/online workshops: ensure workshop space is set up and relevant materials are ordered and supplied.

Create relevant projects packs and schedules.

Communication: act as the first point of contact for participants of the projects.

Provide administrative and clerical support to the Senior Project Manager.

Logistics and co-ordination: liaise with freelancers/writers and teachers prior to, during, and after the sessions, ensuring they have relevant materials and tech/audio assistance throughout the project.

Enquiry management: answer inquiries about WoW's work and maintain contact with other related organisations.

Support project participants during and in-between workshop sessions.

Marketing and distribution: support with creating relevant web and social media content.

Evaluations and Feedback: supporting evaluations and feedback from participants, staff, artists, writers, and partners of projects.

PERSONAL SPECIFICATION

QUALIFICATIONS AND TRAINING	No formal qualifications are required for this post.	
EXPERIENCE	Working in an arts organisation or an arts related industry environment	D
	Minimum of 12 months experience in project delivery or support	D
	Experience of online technical support and/or livestreaming through programmes like Zoom	D
	Programming and delivering of online events or projects	D
	Working in partnership with other agencies/organisations to deliver successful collaborative events and projects	D
	Producing written copy for events, projects and websites	D
	Co-ordinating and supporting and/or training programmes	D
KNOWLEDGE	Knowledge of the range of local arts and cultural organisations and the opportunities they may be providing	D
	Knowledge of barriers for local communities to engage with arts provisions	D
	An understanding of diversity and the barrier experienced by many communities	D
SKILLS AND ABILITIES	Strong evidence of organisational skills including the ability to manage own workload and meet deadlines	E
	Excellent interpersonal skills	E
	Strong team player	E
	Ability to keep records up to date	E
	Ability to communicate clearly, both verbally and in writing with adults, children and young people	E
	Ability to work independently and under the direction of others	E
	Ability to develop and maintain effective partnerships	E
	Microsoft literate	D
OTHER	Flexibility regarding evening and weekend work which will be required	E
	A passion for the arts	D
	The post holder will give permission for WoW to apply for an Enhanced Disclosure and Barring certificate	D

HOW TO APPLY AND RECRUITMENT PROCESS

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.
- 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.

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. Please read the following instructions carefully ahead of preparing your application.

APPLICATION PROCESS

Your application should be emailed to applications@writingonthewall.org.uk by

Thursday 9th February (midnight), you need to send:

- Application form which can be found [here](#)
- A Monitoring form which can be found [here](#)

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.

RECRUITING SCHEDULE

Closing date for applications: Thursday 9th February (midnight) 2023

Shortlisting announced (all applicants will be informed via email): Monday 13th February 2023

Interviews: In the week commencing Monday 20th February 2023

