



Project Assistant (Young Funders Programme)

Introduction

Thank you for your interest in the position of Project Assistant at Moniack Mhor. This is an exciting new post, designed to support our Project Manager (Care Experienced Young people) to deliver excellent services and opportunities to young people.

In this job pack, you will find more information about our organisation, the job description and person specification and how to apply.

Please feel free to contact either Rachel (Centre Director) or Andy (Programme Manager) to discuss the role before applying, on andy@moniackmhor.org.uk. We very much look forward to receiving your application.

With best wishes

Rachel Humphries, Centre Director and Andy Nixseaman Programme Manager.



About us

Moniack Mhor is Scotland's Creative Writing Centre. Based in the Scottish Highlands, we run residential and online courses in a range of genres tutored by some of the finest authors in the UK and beyond. With workshops and one to one tutorials, our courses provide an atmosphere that enables writers to fully immerse themselves in their writing. The centre also offers writing retreats providing time and space, free from distractions, where writers can be part of a nurturing community. Other support offered by Moniack Mhor includes awards, bursaries, professional residencies, international residencies and a programme for young writers and writers who are care experienced. <https://www.moniackmhor.org.uk/>



The organisation is a registered charity, financed through a variety of different sources, principally through Regular Funding from Creative Scotland and The Life Changes Trust. The aims of Moniack Mhor are –

- To develop new literary talent and further the skills of writers, fostering the creation of new literature.
- To inspire people of all ages and backgrounds to reach their full potential by developing confidence in writing ability and encouraging creative expression.
- To provide high-quality creative writing learning experiences in a supportive, unique and inspirational setting.



- To place environmental sustainability, landscape and cultural preservation at the heart of our work.
- To embed equality as an overarching theme and to remove barriers to the creative process.
- To work in partnership to create and support a dynamic literary culture in the Highlands and Islands and beyond.
- To raise the identity of literature created in Scotland locally, nationally and internationally.

Moniack Mhor **Job description**

Job Title: Project Assistant (Young Funders Programme)

Responsible to: Programme Manager (Care Experienced Young People)

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Moniack Mhor Writers' Centre, through funding from the Life Changes Trust, will develop an individual grants programme which will allow young care experienced people to build creative skills. The role will actively support our steering committee to design and roll out the individual grants programme and will run in conjunction with Create@Moniack, a programme which offers workshops, residential courses and outreach events to young care experienced people in Scotland aged 14 – 26.

Responsibilities: The post holder will work closely with the project manager and the steering committee of young people. This will involve liaising with young people and partner organisations, building relationships with and supporting/facilitating care experienced young writers at outreach activities and on residential courses. Supporting the Steering Committee to receive, manage and evaluate funding applications.



Principal Duties

1. To build relationships with young people and partner organisations
2. To support young people through activity which helps them to grow in confidence and find their creative voices.
3. To ensure all activity is publicised effectively to target groups through the use of social media and other networks.
4. To support the Programme Manager with the smooth delivery of youth and more general activity including domestic tasks, purchasing daily provisions, and assisting the wider staff team.
5. Ensuring the security, safety, confidentiality and comfort of all participants.
6. Attending regular Moniack Mhor staff meetings and regular one to one meetings with the Programme Manager.
7. Liaising regularly with the steering group of young people.
8. Promoting and implementing Moniack Mhor’s equal opportunities policy amongst staff and course participants.
9. Supporting smooth delivery of the programme including the following –
 - Supporting the steering committee to design the individual grants programme
 - Ensuring that funding applications received are circulated to the steering committee.
 - Ensure that a consistent methodology is used to assess funding applications
 - To support the outcomes of funding applications by facilitating the creative goals of the applicants
 - Support the project coordinator with delivery of workshops and taster sessions.
 - Helping to gather information and permissions prior to each activity
 - Helping to maintain appropriate records.
 - Working at all times with due regard to confidentiality and protection procedures and passing on any areas for concern

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
1. Experience	Experience or understanding of the challenges faced by young people.	Knowledge of education and arts opportunities in the Highlands. Experience/understanding of working to support the needs of vulnerable young people. Experience/understanding of working with care experienced young people.
2. Qualifications	Educated to Higher level or above	Educated to Higher level



		<p>Passes at a Higher level in English and Maths</p> <p>Willingness to undertake further appropriate training and certification</p>
3. Special skills/aptitudes	<p>Sensitivity and understanding of the challenges facing care experienced young people and families/guardians</p> <p>Excellent communication and interpersonal skills.</p> <p>Computer literate and confident user of Microsoft Office applications, email and the internet.</p> <p>Ability to work independently and on own initiative.</p> <p>Good team player.</p> <p>Willingness to take a hands-on approach to domestic tasks.</p> <p>Good organisational skills.</p> <p>Knowledge of (or willingness to undergo training in) - first aid, food hygiene and health and safety regulations.</p>	<p>Ability to work to targets and deadlines.</p> <p>Knowledge of social media platforms and ability to grow and support a network of users</p> <p>Willingness to undertake travel across Scotland as and when necessary to support activity</p> <p>Experience of working with wordpress or other relevant website software</p>
4. Personal qualities	<p>Attentive to detail.</p> <p>Ability to work flexible hours.</p> <p>Ability to work under pressure.</p> <p>Ability to relate to the needs of young people.</p> <p>Warm manner.</p>	<p>Sense of humour.</p> <p>Helpfulness</p>

Working arrangements at 1st July 2021

This is initially a 12-month fixed term contract



Hours Per Week	14 hours per week (potential to increase)
Working Pattern	2 days per week 9.00am to 5.00pm. Evening and weekend work also required as necessary
Wages	£12 per hour

How to apply

To apply for the role, please email a covering letter and up-to-date CV with the title Project Assistant to andy@moniackmhor.org.uk to arrive no later than 5pm on 4th July 2021.

We would greatly appreciate if you would also take the time to fill out our equalities monitoring form on our website. This is voluntary.

You will be notified by telephone if your application has been successful and candidates will be invited to attend an interview via zoom during the week of the 12th July.



The **Creative and Active Lives** programme is supported with funding from the Life Changes Trust. The Trust is funded by the Big Lottery.



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