

National Association of Writers in Education

NAWE Programme Director

NAWE seeks to appoint a part-time Programme Director to work with existing staff in the delivery of a national programme of events and other activity.

Fee: £19,500

Overview

NAWE's mission is to further knowledge, understanding and enjoyment of Creative Writing and to support good practice in its teaching and learning at all levels.

As Subject Association, NAWE promotes Creative Writing as both a distinct discipline and an essential element in education generally. Our membership includes those working in Higher Education, the many freelance writers working in schools and community contexts, and the teachers and other professionals who work with them.

The ongoing programme of activity has recently been boosted by the Creative Writing Education Hub, a project led by Bath Spa University, in which NAWE is a partner.

<http://www.nawe.co.uk/DB/nawe-news/creative-writing-education-hub.html>

The new Programme Director will lead on this for NAWE, alongside other management duties and representing NAWE at directorial level while Paul Munden is based overseas.

Job Specification

This is a freelance position, based on the equivalent of 3 days per week in the service of NAWE.

The annual fee (paid in instalments, by agreement) is £19,500.

The contract offered is initially for one year, renewable subject to review for a further twelve months, and with further renewal options highly likely.

The contract may be terminated by either party subject to one full month's notice.

The Programme Director will report to the NAWE Director (Paul Munden) and work in partnership with the other current staff members*, primarily the Administrator (Clare Mallorie) and Website Manager & Young Writers Co-ordinator (Wes Brown).

* In addition to the above named staff members, there are other individuals working for NAWE on specific projects and administrative tasks.

The role is as follows:

- 1) To take an active lead on the progression of all NAWE events and projects, including
 - The NAWE Conference (11-13 November 2016)
 - A joint conference with the English Association and University English (5-7 July 2017)
 - A new partnership project with Bath Spa University and Bath Festivals (2016-18)
 - The Max Reinhardt Literacy Awards (2017)
 - Occasional professional development events
- 2) To attend occasional national and regional meetings as required, e.g.
 - The Council for Subject Associations
 - The Common English Forum
- 3) To arrange and attend NAWE Committee meetings (both Management Committee & HE Committee), and
 - Take minutes
 - Take responsibility for making sure all action points are progressed

- 4) To attend staff meetings (4 times a year) and
 - Take minutes
 - Liaise with other staff on the progression of all NAWE activity
- 5) To deal with email and other enquires (excluding membership/finance and general administration), specifically
 - Correspondence relating to NAWE publications
 - Liaison with members re the programming of events
- 6) To contribute written reports to NAWE publications and publicity material for the NAWE website

Notes

As mentioned above, some current projects have their own project managers, e.g. NAWE's contract with Poetry by Heart, managed by Gill Greaves and Griselda Goldsbrough. The NAWE Programme Director will both act as a link for projects overall and directly manage others as required.

The role of attending national and regional meetings (item 2) is a top-level representation of NAWE while Paul Munden is based overseas.

The status of the NAWE Programme Director will be self-employed (as with all other staff). S/he will be responsible for providing the necessary equipment to perform the specified roles (e.g. a computer and high speed internet connection) and making his or her own travel arrangements to meetings and events. Travel expenses (up to an agreed limit) will be reimbursed.

Selection Criteria

- 1) Knowledge of creative writing in education – in school, university and community contexts
- 2) Ability to work independently but also as an effective team member, with a flexible approach to sharing tasks
- 3) Demonstrated effective interpersonal, communication and time management skills
- 4) Demonstrated project management skills
- 5) Commitment to the aims of NAWE as an organization

Application Process

To apply for the position, please write to Paul Munden, NAWE Director (c/o info@nawe.co.uk), addressing all the selection criteria and including a curriculum vitae, with the names and contact details of two individuals who have agreed to act as referees. The closing date for applications is 7 December 2015.

Shortlisted candidates will be informed by 18 December, with interviews to be arranged for the week beginning 11 January, conducted by skype.

The start date will be as early in 2016 as possible.

For further information, please contact Clare Mallorie, Administrator <clare@nawe.co.uk>