



Programme Coordinator: The Orwell Youth Prize

Deadline for applications: 24th June; interviews w/c 5th July; available ASAP

Location: Central London

Contract: 12-month, fixed term, FT; PT applications considered (see 'how to apply')

Salary: 23,000 – 28,000 pro rata, depending on experience

Additional benefits: NEST pension; opportunity for flexi and remote working

Context

The Orwell Foundation is recruiting a new Programme Coordinator (The Orwell Youth Prize). This is a unique opportunity to lead the delivery and growth of our programmes for young people, building on current momentum to coordinate quality interventions for young people and teachers, and shape the future of our activities. Far more than a prize, the programme is rooted in Orwell's values and encourages all young people to think and write critically and creatively about their world.

The Orwell Youth Prize is an initiative of The Orwell Foundation, a registered charity (EW1161563) based at University College London, which exists to perpetuate the achievements of the author, journalist, and essayist George Orwell (1903-1950) through the education of young people and the provision of prizes, cultural events, and debates for the public benefit. The Youth Prize aims to:

Strengthen young people's creative and critical writing and thinking, through the provision of personalised feedback on their entries to our annual prize from highly qualified volunteers from across academia, publishing and more.

Support teachers and educators to engage with political ideas and writing as they relate to the contemporary context through workshops, youth forums, resources, and events, produced in partnership with high-profile and emerging writers and journalists.

Build an active audience for young peoples' writing and ideas, and create new conversations around collective priorities of entrants, taking their work to those in positions of power and influence through our active network of Orwell Youth Fellows, as well as through targeted events, publicity and research.

The Orwell Youth Prize has grown as a programme in recent years and we are ambitious about its future. Alongside the prestigious Orwell Prizes for political writing, the Foundation is also host to a growing number of Orwell-related activities – from events and lectures, to dramatized readings of Orwell's work, to supporting new research on Orwell's life and legacy.

Job Description

Reporting directly to the Foundation's Programme Manager, the Programme Coordinator will:

Coordinate the annual Orwell Youth Prize

- Manage the entry and judging process, working with the wider team to recruit and manage Youth Prize feedbackers, judges and volunteer readers.
- Develop and deliver outreach events, online and in person, from writer seminars and workshops to regional forums and showcase events.
- Commission and distribute appropriate educational resources and materials, working with existing partners in the Foundation network and identifying new writers and educators well-placed to contribute to our aims.



- Create and manage an effective communications campaign throughout the programme to teachers, young people and volunteers via social media, the website, and our partnership networks.
- Ensuring prompt communication between the office and trustees by keeping trustees up to date on OYP initiatives, reporting to the Youth Programme Committee and to the wider board where necessary.

Create opportunities for high-profile, public engagement with youth writing

- Deliver an annual programme of activities for the Orwell Youth Fellows, who contribute to the future shape of the prize and act as ambassadors for collective entrants and their priorities.
- Activate the winning work and the collective views and priorities of entrants, taking their writing and ideas to those in positions of power and influence.
- Support the Orwell Youth Fellow's involvement in broader Orwell Foundation activities and shaping the future of the Foundation's work.

Develop external partnerships and recruit new volunteers

- Provide the main point of contact to all enquiries and correspondence from teachers, schools and young people and consult with our teacher advisory group to improve the Orwell Youth Prize programme in line with their needs and the broader educational context.
- Manage and grow of the Orwell Youth Prize volunteer network, including managing the feedback and judging process, and working with new and existing partners to actively recruit and train new volunteers.
- Work closely with the Director and Programme Manager to manage relationships with existing partners and foster relationships with new partners across the cultural, education and media sectors.

Contribute to fundraising and impact assessment

- Work closely with the wider team to research and identify potential fundraising leads and contribute to new bids to partners and sponsors, contributing to the maintenance and growth of the Foundation's partners and sponsors database.
- Sustain good relations with existing partners and sponsors, and work to establish new relationships in the education and cultural sectors.
- Maintain all relevant databases and records, in line with GDPR, and contribute to Foundation reports for funders, sponsors and partners.

The role is being advertised as full-time. However, Foundation will consider part-time applicants (minimum three days a week) for this important role. At times, the successful candidate will be expected to support in any role necessary for the good management of the Foundation's programmes, from supporting on other events, to managing social media, to charitable admin. The Orwell Foundation is a very small charity and as such everyone is expected to muck in.

Person Specification

Essential

- Experience working directly with young people in an educational context (broadly defined, including cultural education for a museum or gallery etc) and a strong belief in the role of all young people to write and think critically and creatively.
- A good understanding of UK education systems and familiarity with secondary schooling.
- Self-starter with a "can-do" attitude to working in a small, busy team, excellent organisational skills, and the ability to prioritise a diverse workload.



- Excellent communication skills with the ability to build rapport and form trusted relationships with people from a wide range of backgrounds and a track record of designing and delivering effective communication campaigns.
- Very competent across IT and software, including a strong working knowledge of Microsoft Office and platforms like Twitter, Instagram and YouTube.
- Commitment to The Orwell Foundation's vision, mission, and values and to the Youth Prize's mission to support all young people to write and think creatively and critically.
- Good understanding of the political environment, current affairs and popular culture.
- Readiness to work with people holding a diverse range of political beliefs and attitudes.
- Some familiarity with Orwell's work and legacy, and a willingness to learn more.

Desirable

- Good understanding of charity fundraising environment in the UK and experience of contributing to successful fundraising bids.
- Good understanding of the regulatory environment in which charities operate particularly around safeguarding and data protection.
- Track record of designing and delivering events online and in person, and familiarity with online event programmes (e.g., Zoom webinar).
- Experience of reporting to funders and/or senior management, in person and in writing.
- Experience commissioning writers and/or journalists, designers and other creative artists.
- Experience managing project budgets.

The Orwell Foundation is committed to equality of opportunity for all staff, and we welcome and encourage applications from people within underrepresented groups.

How To Apply

To apply, email recruitment@orwellfoundation.com by the deadline of 5pm on 23rd June with a cover letter, CV and completed equal opportunities form.

Your email should include your name, address and contact details, **but please do not include your name or contact details on your CV or cover letter.** Your cover letter should explain why you are suitable for the role with reference to the responsibilities and the person specification.

If you are applying for a part-time role, please state in your cover letter the number of hours you are available and how you would propose to balance any other commitments, bearing in mind that the minimum expected commitment needed for this role is three days (24hrs) a week.

The recruitment email address is for applications only and will not be used for correspondence. If you have any questions email Jeremy Wikeley at jeremy.wikeley@orwellfoundation.com.