

THE ORWELL FOUNDATION & THE ORWELL YOUTH PRIZE

Prize and Programme Coordinator

Job Description

Job Title: Prize and Programme Coordinator

Reporting to: The Head of Policy (OF) and Programme Manager (OYP)

Closing Date: 29th September 2019

Location: Central London (Bloomsbury)

Hours: Part-time (2 days per week, worked flexibly)

Contract: 9 months fixed-term (1st November 2019 – 31st July 2020)

Salary: £20,890 per annum (pro rata)

Additional benefits: NEST pension (5%), flexitime and remote working

The Role

The Orwell Foundation and The Orwell Youth Prize are looking for a part-time (two days per week) Prize and Programme Coordinator (nine-month contract with an initial two-month probationary period) to support the running of our flagship programme, The Orwell Prizes, alongside a broader programme of events.

Supporting the running of the Orwell teams requires a sharp eye for detail and a wider strategic sense of the mission of the Foundation and the Youth Prize. It is a unique opportunity for someone with a keen interest in political writing, literature, journalism and politics, and a talent for administration. The ideal candidate will have excellent initiative and the drive to work independently and as part of a small team.

Everything we do attempts to embody Orwell's values. This goes from the everyday courtesy of treating people decently, to the transparent and defensible way our judging is done, to the grander ambition to avoid clichés and fashions, while remaining true to a radical impulse. The Orwell Foundation has managed in a very short time to turn itself into an institution and is continuing to expand and professionalise. Employees gain wide experience in a variety of areas.

The role will be based out of the Orwell office in central London, at University College London (Gower Street) and affords the option of flexitime and some remote working. The

Orwell Foundation and Orwell Youth Prize run a busy programme of events and activities and some evening and weekend work will be required.

The Orwell Foundation and The Orwell Youth Prize are Equal Opportunities employers and welcome applications from candidates of all backgrounds.

Skills and qualifications:

- An interest in literature, politics, current affairs and journalism
- Some knowledge of the life and works of George Orwell and a willingness to learn more
- An understanding of the political environment and ability to act with discretion
- An understanding of the charity sector in the UK and an interest in the way in which art and literature can facilitate change
- An understanding of the UK education system and an interest in supporting the talent and development of young people's ideas around social justice and politics
- Experience in office administration
- Excellent communication skills – both written and oral
- Strong IT skills, including Office suite. Some experience of WordPress or similar is highly desirable, but not essential, as is experience of Adobe InDesign. Graphic design skills would be beneficial but are not essential
- A commitment to Orwell's values, excellence and a high standard of professionalism
- Some experience of database software and mailing platforms (e.g. Mailchimp) would be beneficial but is not essential

Main duties and tasks:

- Assist with the administration of the of the Orwell Prizes and the Orwell Youth Prize: liaising with judges, trustees, staff, entrants and publishers
- Assist with the organisation and running of busy annual programme of events, debates, lectures, and annual Prize Ceremony
- Create and publish content for the Orwell Foundation and the Orwell Youth Prize social media accounts, including Twitter, Facebook and Instagram, and maintain contact databases and mailing lists promoting the Foundation and Youth Prize's Prizes, events and resources relating to George Orwell and political writing
- Assist with the administration of the Foundation and the Youth Prize's general activities
- Assist with the evaluation and reporting of the impact of the Orwell Foundation and the Orwell Youth Prize's programmes

Closing Date: midnight Sunday 29th September 2019

Interview/Start Dates: Those who are shortlisted will be contacted by 4th October 2019 at the latest. Interviews for shortlisted candidates will be held on 7 and/or 8th October 2019. The successful candidate will start by the 1st November 2019.

Application Details: Please send a CV and covering letter to Robyn Donaldson at recruitment@theorwellprize.co.uk.

The Orwell Foundation is a registered charity no. 1161563

www.orwellfoundation.com | @theorwellprize | 020 3108 1618

The Orwell Youth Prize is a registered charity no. 1156494

www.orwellyouthprize.co.uk | @orwellyouthprize | 020 3108 1618

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About The Orwell Foundation

The Orwell Foundation exists to perpetuate the achievements of the British writer George Orwell (1903-1950). In a relatively brief career, cut short by illness, Orwell wrote six novels, two of which, *Animal Farm* (1945) and *Nineteen Eighty-Four* (1949), have had a profound influence on the post-war world. His non-fiction includes *The Road to Wigan Pier* (1937), an account of his travels through the Depression-era north of England, and *Homage to Catalonia* (1938), which records his experiences fighting on the Republican side in the Spanish Civil War. As well as believing in the moral power of language, Orwell understood the dangers that accompany its corruption. His work transcends the immediate circumstances in which it was conceived and is uniquely relevant to the social, political and economic landscapes of the twenty-first century.

Whether through the prestigious Orwell Prizes, awarded each year to the books and journalism which best meet Orwell's ambition 'to make political writing into an art', or the growing number of Orwell-related activities which take place under its auspices – from events, lectures and dramatised live-readings to the Orwell Fellowship of writers and journalists – the Foundation aims to use Orwell's work to celebrate honest writing and reporting, uncover hidden lives and confront uncomfortable truths – and, in doing so, to promote Orwell's values of integrity, decency and fidelity to truth.

Through this work we hope to connect with the many different constituencies to whom Orwell and his writings are a source of inspiration, from policy-makers and politicians to students and schoolchildren, and to offer a platform for debate and discussion designed to appeal to the widest possible public audience. As the only website officially sanctioned by the Orwell Estate, we also publish work by George Orwell (including our Webby-shortlisted Orwell Diaries blog), articles about Orwell and maintain a regularly updated library of online resources.

About *The Orwell Youth Prize*

Orwell's values of integrity, truthfulness and fairness are an ideal foundation to introduce young people to the power of language. So much more than just a prize, the Orwell Youth Prize offers young people a journey progressing from debate-provoking workshops, to hearing from writers about the tools for effective communication, receiving individual feedback to building a community of young writers.

We nurture the voices and aspirations of young people by encouraging their critical thinking skills and improving their confidence in writing. Through increasing young people's interest in current affairs and social issues we work towards widening their participation in higher education. We focus especially on those at an educational disadvantage outside London.

The Orwell Youth Prize is a catalyst for young people to write about their world, receiving feedback from mentors and peers. Students from all backgrounds have the opportunity to discover and develop their talents and abilities beyond the curriculum: and for those who want to change the world the Orwell Youth Prize offers a platform where their voice, through their writing, can influence power.