

Creative Writing Together AHRC project, Short Courses and Training Officer

Job Reference:	
Department:	Education
Grade/ Salary:	Grade 6
Contract Type:	Fixed term – 36 month contract
Hours:	7 hours a week (.2)
Location:	New Cross, London

Goldsmiths

At Goldsmiths, we are committed to making a difference through our teaching, research and knowledge exchange. We are a campus-based university located in the London Borough of Lewisham. Goldsmiths is an important source of social, cultural and economic impact in Lewisham and the South East with some 10,000 students, 1,300 staff and an annual turnover of £126 million. We develop effective interactions between the College's research and teaching activities and business, which contribute to local, national and international social and economic well-being. As a leading arts, humanities and social science university, we produce the future leaders and talented individuals that are in demand from many of the fastest growing sectors in the UK. Our innovative research and knowledge exchange partnerships also inform growth and development locally, nationally and internationally.

We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



The Subject Of Education

Education at [Goldsmiths, University of London](#) focuses on critical, multidisciplinary studies, emphasizing social justice, inclusion, and policy within diverse societies. Undergraduate, postgraduate, and teacher training (PGCE) programs cover topics like creative learning, institutional racism, and mental health, preparing students for careers in education, policy, and research.

Key Aspects of Education Studies at Goldsmiths:

Subject Focus: The curriculum spans early years, primary, and secondary education, with a strong focus on social, political, and economic factors shaping the education system.

Key Topics: Areas of study include social justice, gender in education, alternative schooling, and institutional racism.

Program Offerings:

BA Education: Explores educational theory and practice, with a focus on social justice, inclusion, and policy.

[PGCE \(Teacher Training\)](#): Offers primary and secondary training in subjects like Science, Art & Design, Modern Languages, and Design & Technology, with a focus on active, reflective teaching.

MA Programmes focus upon the Arts, Creative Writing, Social Justice and Children's Literature.

[Postgraduate Research](#): MPhil/PhD opportunities with a focus on innovative, socially impactful education research.

About this role

A major priority for the *Creative Writing Together* Arts and Humanities Research Council (AHRC) grant is to offer short courses and training to intergenerational, community based groups and schools. This post has been created to help the project's focus in this area, and the post holder will play a key role in facilitating intergenerational, community and school based creative writing workshops, focusing upon helping participants with their Reflective Functioning (a key aim of the project). Reporting to Dr Francis Gilbert, Co Project Lead, the post holder will be expected to play a pivotal role in supporting the programme as a whole, help further develop the systems and infrastructures to support the workshops, actively support building opportunities for collaboration and community based activities, develop promotional content, and deliver events to engage with external audiences (particularly community groups and schools) as well as the wider public.

The post holder will proactively support relevant short course and training opportunities of other teachers of creative writing, in order to heighten and maintain impact of the project. While the post holder will take particular responsibility for the operational management of the training programmes, it is expected that s/he will also have a portfolio of short courses to oversee, and also to support colleagues in the team at certain 'pinchpoints'. The post holder will also act as an advocate for the benefits of creative writing and reflective functioning activities and assisting schools, community groups and other relevant groups to identify potential new creative writing courses and training opportunities.

We are seeking a self-starter, ideally with an established track record of facilitating creative writing workshops in community and school-based settings. Flexible and versatile, your proven

project management skills together with experience of collaboration with community based organisations and schools.

Job description

Creative Writing Together AHRC project, Short Courses and Executive Training Officer

Reporting to: Dr Francis Gilbert, Creative Writing Together Project Lead

Responsibilities of the Post:

1. Take a pro-active role in developing and managing relationships and partnerships with community and school-based groups interested in creative writing.
2. Be responsible for the management of specific training and short course programmes related to creative writing and reflective functioning, and their associated relationships
3. Plan and support the delivery of new and existing training and courses connected with creative writing in community and school-based settings.
4. Develop content and promotional activities to help raise interest and demand both internally and externally.
5. Support the development of processes and systems to strengthen the project's engagements with schools and community based groups.
6. Support and develop the day to day operation of the Creative Writing Together AHRC project.
7. Guide and support the development needs of Interns or Assistants who may join the project.
8. Manage and monitor the budget connected with the Short Courses and Training.

Support decision making

9. Conduct surveys and prepare analysis and reports, including annual evaluation of activities.
10. Maintain records and data to support analysis and regular reports on performance.
11. Support the annual planning process for the Project.

Communications and relationships

12. Provide support as appropriate to the wider Creative Writing Together project.

13. Work proactively with participants on the Creative Writing Together project.
14. Act as a first point of contact for teachers and community based organisers in London interested in taking part on the project.
15. Work closely with the Co Project Lead on the development of promotional content for internal and external audiences and stakeholders.
16. Promote the benefits of the project within the London area and if relevant elsewhere.
17. Deputise for the Co Project lead as appropriate.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria. The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form C = Certificate
I = Interview R = Reference
T = Test / P = Presentation

	Category
Essential Criteria 1 - Qualifications	
Graduate level qualifications from any discipline or equivalent	A, C, I
Essential Criteria 2 - Experience	
Experience of supporting the planning and delivery of community and school based creative writing projects in a deadline driven environment	A, I, R
Experience of developing and maintaining efficient administrative systems in relationship to the running of the workshops.	A, I, R
Experience of planning and delivering creative writing workshops to different age groups in schools and/or community based settings.	A, I, R
Experience of maintaining and updating relevant digital and hard copy resources.	A, I, R

Experience of designing and producing written promotional materials and information for a variety of audiences	A, I, R, T
Experience of working in a small team.	A, I, R
Desirable Criteria 2 - Experience	
Experience of developing and supporting creative writing training or short courses	A, I, R
Experience of working in a arts-based environment	A, I, R
Experience of using social networking tools in a professional setting	A, I, R
Essential Criteria 3 - Knowledge	
Familiarity with standard administrative packages	A, I, R
Desirable Criteria 3 - Knowledge	
A good understanding of the creative writing workshop market	A, I, R
A good understanding of creative writing workshops in challenging settings	
Essential Criteria 4 - Skills	
Excellent written and interpersonal communication skills	A, I, R
The ability to liaise effectively with different colleagues and with a wide range of external contacts	A, I, R
A proven, self-motivated approach to planning and prioritising workloads	A, I, R, T
Evidenced ability to maintain a pro-active approach to detail in a fast-paced environment	A, I, R
Good IT skills (MS Office, e-mail, internet)	A, I, R
Additional Attributes	
The ability to maintain a professional and composed demeanour while working to tight deadlines	A, I, R
The ability to work as a team player	A, I, R
Flexibility and adaptability	A, I, R