

# Sam Dodd – Professional C.V.

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## Personal Profile

I specialise in community engagement writing projects, writing mentorship, and office / operations management for small arts and literary organisations. For freelance editing I charge [CIEP rates](#); for freelance community engagement projects my rate is variable – please get in touch.

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Interests include: writer development; widening access to the arts; writing for wellbeing; information access and inclusion; community engagement; radical and community histories; public and prison libraries; archives; spatial justice; city farms; counter-mapping; psychogeography; land access and rights, participatory research; autoethnography. My writing C.V. is linked in the header above.

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I am a Trustee for writer and literature development organisation [Spread the Word](#).

## Education

MSc Library Science (Distinction): City, University of London (2019-2021).

- Recipient of the Catherine Hamilton Prize for Outstanding LIS Dissertation.

BA (Hons) Creative & Professional Writing (2:1): University of East London (2011-2014).

- Recipient of the Dean's Prize for Outstanding Contribution to the UEL Community.

## Employment History

Poetry Translation Centre, Lewisham, London – March 2023 to present

Operations Manager (part-time)

Managing the day-to-day operations of this Arts Council England NPO literature charity, whose mission it is to give the best contemporary poems from Africa, Asia and Latin America a new life in the English language, working with diaspora communities for whom poetry is of great importance. The role includes finance: bookkeeping, Gift Aid, HMRC, payroll, pensions, Companies House, budgets and financial reports; operations such as systems, rental agreements, suppliers and services; contributing to strategy, development, evaluation and policy; and board/governance organisation and administration. I also designed the organisations safeguarding policy, procedure, risk assessment, and team training.

CityLife Community Life Writing Project, University of East Anglia – October 2014 to March 2024

Co-Founder, Project Manager, Editor & Research Assistant (part-time)

CityLife is an intergenerational community engagement, life writing and research project based from UEA which gathers life stories from urban community elders by pairing creative writers with them for conversational sessions, from which they produce biographical stories. CityLife immortalises the history, vibrancy, diversity and ever-changing landscape of the city, and platforms unheard voices for a new way of storytelling and holding meaningful exchanges. I co-founded the project, built the administrative systems, contributed to research design and field work across the projects multiple phases; managed project development, writer training, recruitment and management, and co-developed the ethical framework we use to train them; led on participant safeguarding and effective collaboration with our community partner organisations; led on field research including sourcing information on marginalised groups and their support services and networks; and established our network of partners for the project that included centres and establishments such as Toynbee Hall, Age UK, Aging Well Dagenham, Pepper Pot Day Centre, Cody Dock and Stones End Day Centre. I coordinated the editing and production of ca.100 stories from the communities we worked in, and was co-editor of our two print publications. The last phase I worked on, funded by the British Academy, took place remotely for the first time in CityLife's history due to restrictions, creating connections and conversations between younger and older people, while we all found our way through the 2020/2021 lockdowns.

Arkbound, Power of the Pen & Bridging Literary Divides Programmes – October 2021 to March 2024

Writing Mentor (part-time)

Arkbound Foundation is a charity that aims to widen access to literature and improve diversity within publishing, running projects that empower writers from disadvantaged backgrounds and deprived communities. Power of the Pen was a six-month programme aimed at those experiencing worsened mental health as a result of the pandemic. Bridging Literary Divides was a year-long one-to-one mentorship for disadvantaged and marginalised writers in developing their craft and becoming publishable. For both programmes I prepared the curriculum, facilitated the sessions, and guided each writer through their work covering voice, storytelling, structure, and eventually pitching to agents and publishers. Many of the writers I mentored are now published across multiple journals and magazines.

Spitalfields City Farm, Spitalfields, London – March 2022 to October 2022

Project Worker – Community Wellbeing (part-time, six-month contract)

The Community Wellbeing project at Spitalfields City Farm was funded by the Mayors COVID Loneliness Recovery Fund. We worked with local community members who experience higher levels of isolation as a result of the pandemic or ill-health from long-COVID by engaging referred individuals in ecotherapy and horticulture tasks once-weekly. We held monthly cook-ups as part of this project, creating and eating dishes made from food we grew on the farm and donated by the food charities we partner with. Partner referrers included Tower Hamlets Libraries, Tower Hamlets Recovery College, Reset Recovery/Change Grow Live, Spitalfields Crypt Trust, Working Well Trust, Granby Community Hub, Osmani Centre, Linkage Plus, NHS Community Mental Health Teams, GP surgeries via social prescription, NHS Community Disability Services, library refugee groups, and local carer services.

The Poetry Society, Covent Garden, London – September 2017 to December 2018

Executive Assistant & Office Manager (full-time, temporary contract)

In this role at a small literature charity, I looked after the admin on two quarterly publications, office and database management, the Director's schedule, governance/board administration, Health & Safety, centralised team coordination, troubleshooting I.T. issues, and H.R. administration.

First Story, Caledonian Road, London – March 2017 to August 2017

Executive Assistant & Office Manager (full-time, six-month contract)

For this small arts and literacy charity I looked after National Writing Day admin, office and database management, the Director's schedule, governance/board administration, centralised team coordination.

English PEN, Farringdon, London - October 2015 to November 2016

Memberships & Office Administrator (part-time, temporary contract)

In this role at a small literature and human rights charity, I took care of memberships and events administration, and office and database management. I also assisted with reconciliation processes and governance/board administration.

Prison Reading Groups, Roehampton University, London – January 2015 to January 2016

Project Manager (part-time, one-year contract)

PRG is a small charity that supplies books to reading groups in prisons. My duties were: administration; events; reporting; liaison with publishers, funders, and prison librarians; volunteer management.

Free Word, Farringdon, London – October 2014 to April 2015

Programme Producer (part-time, six-month contract)

Free Word was a literature and freedom of expression arts charity. My duties were: leading Weather Stations, a global literary project bringing together five countries, authors and schools to tackle the subject of climate change: events, itineraries, publishing and volunteer management.

#### Research: Publications, Guest Lectures & Conferences

Dodd, S., and Bawden, D. (2023) 'A Qualitative Narrative Exploration of the Value of Public Libraries in the United Kingdom,' *The Library Quarterly* [upcoming: April 2024]

Masserano, E. and Dodd, S. (2023) 'Creative Practice as Community Education.' *NAWE Writing in Education*. Issue 89, Spring 2023, pp.21-25. Available at: <https://www.nawe.co.uk/writing-in-education/nawe-magazine/current-issue.html>

Dodd, S., Maddison, S., Masserano, E., and McWatt, T. (2023) (eds.) *Lockdown Stories*. London: University of East Anglia and University of Brighton.

Masserano, E., Dodd, S., Maddison, S. & McWatt, T. (2021) 'Stories of COVID-19: Social Pasts & Futures in the CityLife Project,' *The Sociological Observer*, 3(1).

McWatt, T., Dodd, S. and Maddison, S. (2015) (eds.) *EastLife: An Anthology of Life Writing*. London: University of East London ([PDF](#) format, [.epub](#) format, [.mobi](#) format)

Stories of Covid-19: Social Pasts and Futures in the CityLife Project' at Hong Kong Baptist University's *Bringing Creative Writing into the Community* [conference](#). Speaker and co-contributor, December 2022. As part of CityLife.

'Stories Not Statistics: An Autoethnographical & Narrative Exploration of the Value of Public Libraries' ([abstract](#)) at ASIS&T *Untold Stories in Information Science* [conference](#). Speaker, June 2022.

Stories, Communities, and Public Libraries presentation to OLIVE, UEL. Guest Lecturer, April 2022.

Reimagining Voices and Identities in Uncertain Times: Social Transformation, Fragmentation and Post-Pandemic Futures conference, Sociological Association of Ireland. Co-contributor, March 2022. As part of CityLife.

Futures of Creative Writing conference, 'Community Voices' roundtable, University of East Anglia. Speaker and co-contributor, May 2021. As part of CityLife.

I am a member of new international transdisciplinary research network [ab\\_\\_](#), which is working towards systemic change via the realisation of social and spatial projects. We are grassroots-led and horizontally organised, and include architectural workers, landworkers, doctors, writers, artists, community organisers, fabricators, sound designers, social researchers, cooks and teachers.

#### Training & Memberships

NAWE member: since 2019	Society of Authors member: since 2023
Writing for Wellbeing in Palliative Care – facilitator training: November 2022.	Designated Safeguarding Lead – charity training: September 2023
Handling Difficult Conversations – community engagement training: October 2023	Charity Finance for Trustees – board training: December 2023
Social Prescribing Writing for Health: March 2024	Upcoming Training: charity governance, strategic planning, HR and EDI.

#### Volunteering

March 2022: 'Catherine Hamilton Prize for Outstanding LIS Dissertation'.

March 2021-present: Food growing and animal care volunteer at Spitalfields City Farm.

March 2020-June 2021: Distributor of *Dope*, a solidarity newspaper for homeless people.

March 2020-May 2021: Telephone befriender for Toynbee Hall, social welfare charity.

September 2019-May 2020: Student Representative for MSc degree programme.

January 2016-January 2017: Running the book corner for Family Days at HMP Wandsworth.

April 2015: Fully-funded Trust for London scholarship to attend Campaign Bootcamp 2015.

November 2014: 'Dean's Prize for Outstanding Contribution to the UEL Community'.

May 2013: Founded UEL English PEN, a student-led sub-group of English PEN.

May 2012: Event Coordinator for Book Slam, organising a large-scale event in a derelict building.

September 2011 to May 2014: Student Representative for BA (Hons) degree programme.

I have also been Editor and Copywriter for several creative writing and poetry anthologies / zines.