

# Sam Dodd – Professional C.V.

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Personal Profile
<p>I specialise in office / operations management for small charitable arts organisations, community engagement writing projects, and writing mentorship. For freelance editing I charge <a href="#">CIEP rates</a>.</p> <p>---</p> <p>Interests include: writer development; access to the arts; interfaith peace efforts; climate protection; information access and inclusion; community engagement; radical and community histories; public libraries; city farms; spatial justice; and land access and rights. My writing C.V. is linked above.</p>
Education
<p>MSc Library Science (Distinction): City, University of London (2019-2021).</p> <ul style="list-style-type: none"> <li>- Recipient of the Catherine Hamilton Prize for Outstanding LIS Dissertation.</li> </ul> <p>BA (Hons) Creative &amp; Professional Writing (2:1): University of East London (2011-2014).</p> <ul style="list-style-type: none"> <li>- Recipient of the Dean's Prize for Outstanding Contribution to the UEL Community.</li> </ul>
Employment History
Poetry Translation Centre, Lewisham, London – March 2023 to present
Operations Manager
<p>This role is 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. I am currently undertaking a project planning software implementation project.</p>
Spitalfields City Farm, Spitalfields, London – May 2025 to March 2026 (Maternity Cover)
Corporate Relationships Manager
<p>This maternity cover role entails generating income by securing new corporate partnerships and managing and developing long term partnerships, the success of which is underpinned by volunteering opportunities where large corporate teams come and spend a half day or full day labouring on our Farm. I lead on the co-ordination and development of a meaningful, engaging and impactful corporate volunteering programme that delivers excellent volunteering experiences and develop new corporate volunteering opportunities that align with the Farm's recently published strategy. I also maintain existing, and establish new, robust processes and procedures by seeking to continuously improve them and work towards a consistent approach to volunteering at the Farm based on volunteer management good practice. This role secures a third of the Farm's annual income. Day to day, the role involves management of existing corporate relationships with companies that volunteer and visit regularly; maintaining the booking system; managing the rota and booking in paid sessional staff to manage the volunteer days; ensuring prompt payment from our clients; ensuring sessional staff management and wellbeing; and looking after the main Farm staff rota.</p>
Spitalfields City Farm, Spitalfields, London – March 2021 to present
Farm Worker; Sessional Worker; Project Worker (Community Wellbeing); Pond Manager; and Editor
<p>I have held several roles at this Tower Hamlets public community farm. Farm &amp; Sessional work encompasses animal care, gardening and food growing, looking after volunteers, running socials, and leading on corporate team volunteering days. I am also the newsletter editor, and I manage the ponds on site, including the protection of the rare Great Crested Newt population that we have. In 2022 I ran the Community Wellbeing project, which was funded by the Mayors COVID Loneliness Recovery Fund, working with Tower Hamlets community members who were experiencing higher levels of isolation as a result of the pandemic or ill-health from long-COVID. We engaged referred individuals in ecotherapy,</p>

yoga, art and horticulture tasks once-weekly; and held monthly cook-ups, creating and eating dishes made from food we grew on the farm and donated by the local food charities we partner with.
CityLife Community Life Writing Project, University of East Anglia – October 2014 to March 2024
Co-Founder, Project Manager, Editor & Research Assistant
CityLife was an intergenerational community engagement, life writing and research project which gathered life stories from urban community elders by pairing creative writers with them for conversational sessions, from which they produced biographical stories. 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, effective collaboration with our community partner organisations, and 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 well-known centres and establishments delivering social services. 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 Poetry Society, Covent Garden, London – September 2017 to December 2018
Executive Assistant & Office Manager (temporary contract)
In this role at a small literature charity, I supported the preparation of annual accounts and updated the registers for Companies House and Charity Commission; organised, prepared documents for, and minuted board meetings; and looked after all other governance-related duties. I managed the Director's schedule, centralised team coordination, troubleshooting I.T. issues, and H.R. administration. I also managed the building rental agreements and infrastructure supplier contracts; looked after the shared cloud drives and databases, and updated or created key policy documents (staff handbooks, H.R. processes, Health & Safety). I helped the Director coordinate funding bids and reporting, pulling together departmental narratives into cohesive wholes. Lastly, I took care of all admin on our two quarterly publications.
First Story, Caledonian Road, London – March 2017 to August 2017
Executive Assistant & Office Manager (six-month contract)
For this small arts and literacy charity I looked after National Writing Day admin, supported the preparation of annual accounts and updated the registers for Companies House and Charity Commission; organised, prepared documents for, and minuted board meetings; and looked after all other governance-related duties. I managed the Director's schedule, centralised team coordination, troubleshooting I.T. issues, and H.R. administration. I also managed the building rental agreements and infrastructure supplier contracts; looked after the shared cloud drives and databases, and updated or created key policy documents (staff handbooks, H.R. processes, Health & Safety). I helped the Director coordinate funding bids and reporting, pulling together departmental narratives into cohesive wholes.
English PEN, Farringdon, London - October 2015 to November 2016
Memberships & Office Administrator (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 financial reconciliation processes and governance/board administration.
Prison Reading Groups, Roehampton University, London – January 2015 to January 2016
Project Manager (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. I also redesigned the central administration systems and implemented a database software.
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*. Available at: <https://www.journals.uchicago.edu/doi/10.1086/729227>

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.

#### Training & Memberships

Writing for Wellbeing in Palliative Care – facilitator training: November 2022.	Designated Safeguarding Lead – NCVO: September 2023
Handling Difficult Conversations – community engagement training: October 2023	Charity Finance for Trustees – Counter Culture: December 2023
Social Prescribing Writing for Health: March 2024	First Aid at Work – Tigerlily: May 2024
Charity governance, strategic planning, HR and EDI – June 2024	Lone Working Training – Suzy Lamplugh Trust: July 2024

#### Volunteering & Prizes

May 2022-August 2025: Served on the Board of Trustees at writer development agency [Spread the Word](#).

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.