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Wales

## **Literature Wales seeks to appoint new Chair and Directors to join its Management Board**

Founded in 2011, Literature Wales, the National Company for the development and promotion of literature in Wales, is now at a crucial stage of its history and development.

Literature Wales is seeking its second Chair, as the distinguished poet and academic Damian Walford Davies is due to step down in Spring 2018 in accordance with the mandated length of office set out in the organisation's Articles of Association. Literature Wales is also looking to enhance its Board with dynamic, committed, capable and visionary individuals who will contribute to the development and promotion of literature in Wales.

We look forward to a vibrant new chapter in the organisation's development. Joining our Board in 2018 will mean that you will actively shape the future of the organisation as it frames its new Strategic Plan for 2019-2022. In a series of meetings and Away Days throughout the year, alongside broader consultation, you will contribute directly to the process. Through the refreshed Strategic Plan and your engagement with our projects on the ground, you will help widen participation in literary activity in Wales and have a significant impact on the health, vibrancy and relevance of Wales' literary culture.

We are looking for people who want to contribute positively to building a better society and ensuring literature is a voice for all. We are looking for strong advocates who share the vision and values of the organisation, and who can help shape the next phase of the organisation's development.

*Cover Photo Credit: Camera Sioned*



## **The Role of the Chair**

As Chair you will be able to demonstrate excellent leadership and communication skills, and provide vision and guidance for the organisation. You will be able to inspire the Directors and staff to ensure that the organisation always strives to deliver its best. As Chair you will be a figurehead for the organisation, and advocate its mission and values. As the key spokesperson for the Board of Directors, you will act as its representative at external events and in the media. The Chair holds governance responsibility for employment practice and HR issues as well as overall organisational governance and policies. You will oversee the delegation of duties to Committees and Task and Finish Groups to ensure the effectiveness of the Board and the structure of its meetings. Developing the organisation's networks and relationships of the organisation will also be a key aspect of the role.

For the role of the Chair, the ability to communicate in both Welsh and English is essential.

## **The Role of Directors**

Directors have a responsibility for the strategic direction of the organisation and for ensuring that strategic priorities are consistent with stakeholder and funder requirements and beneficial for the sector as a whole. Directors will commit to the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Directors also have responsibility for overarching operational matters, as detailed in appendix 2. The Board meets four times a year, and Directors are expected to serve on at least one Committee and contribute to Task and Finish Groups as required. All Directors also act as Trustees of the organisation.

Literature Wales is a bilingual organisation and a positive attitude towards the Welsh language is necessary for the role of Director.

Throughout your term on the Board, you will network, create new contacts and join national and international conversations on the arts and culture. You will represent Literature Wales at significant national and international events.

Developing and maintaining relationships with key stakeholders is an important aspect of the role of a Director. You will be working closely with our colleagues at the **Arts Council of Wales** (ACW) and **Welsh Government** (WG) to contribute to specific national strategies, including: Health and Wellbeing; Education; Tourism; and Tackling Poverty.

Partnerships and collaboration are vital for the development of literature. Literature Wales works closely with other public bodies, including the **Welsh Books Council, National Library of Wales, British Council Wales, National Museum Wales**, and **Cadw** – as well as other charities, education institutions and local authorities throughout Wales. It also collaborates and shares ideas with UK and international literary organisations: e.g. **National Literacy Trust, Reading Agency, Writers' Centre Norwich, Scottish Book Trust, New Writing North, Poetry Ireland** and the **Irish Writers Centre**. It also works creatively beyond the arts sector, and has long-standing partnerships with organisations such as **Cardiff City Football Club Foundation** and **HM Prison & Young Offenders Institute Parc**.

Literature Wales works strategically with the other seven ACW-funded National Companies: **Theatr Genedlaethol Cymru, National Theatre Wales, Wales Millennium Centre, National Dance Company Wales, Welsh National Opera, BBC National Orchestra of Wales**, and **Ffilm Cymru Wales**. These National Companies have pledged to work together over the coming years to develop an inclusive national skills strategy for the arts; increase the international impact of our collective work; and improve the diversity of audiences and leadership in the arts in Wales.

Literature Wales is a forward-looking organisation which thrives on change and responds positively and directly to challenges. As a sector facilitator, it fundamentally believes in the value of partnerships in order to achieve its ambition to make literature the most democratic and accessible of all art forms. As a Director you will bring to the table ideas, experience and contacts: you will be creative, evaluative and strategic. You will also work together with fellow Directors to ensure high standards of governance, in accordance with Literature Wales' Articles of Association and sector good practice.

## Specific Skills

The Literature Wales Board of Directors represents a broad sector and seeks to include a range of expertise, experience and voices. We actively encourage applications from young people and individuals representing protected characteristics. In addition, during this current recruitment process, priority will be given to applicants who demonstrate knowledge of and / or experience in at least one of the following areas:

- Governance
- Legal & HR
- Finance
- Development and Business
- Children & Young People
- International Networks
- Communications & PR

Literature Wales is a bilingual organisation and a positive attitude to the Welsh language is necessary for the role of Director. However for the role of the Chair, the ability to communicate in both Welsh and English is essential.

**Closing Date:** Monday 12 March 2018, 12.00 noon

**Interviews:** week commencing 19 March 2018

**First Board Meeting:** 16 May 2018, Cardiff (we are also accepting applications for Directorships that will join the Board at its September 2018 meeting).

For further information or to arrange an informal conversation, contact:

[post@literaturewales.org](mailto:post@literaturewales.org) or 029 2047 2266

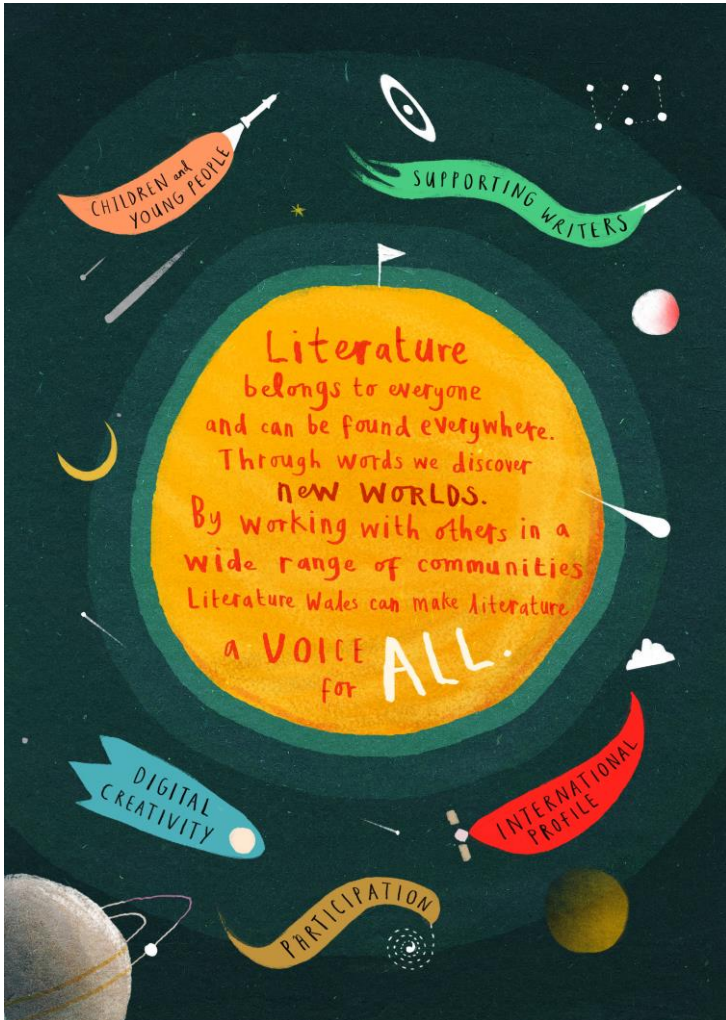
Applicants are expected to send an application letter (no longer than two pages), a CV including the details of two referees, and a completed Equality and Diversity Monitoring Form (which can be [downloaded from our website](#)), to [post@literaturewales.org](mailto:post@literaturewales.org) or by post to:

Literature Wales, Chief Executive: Lleucu Siencyn, Glyn Jones Centre, Wales Millennium Centre, Bute Place, Cardiff, CF10 5AL

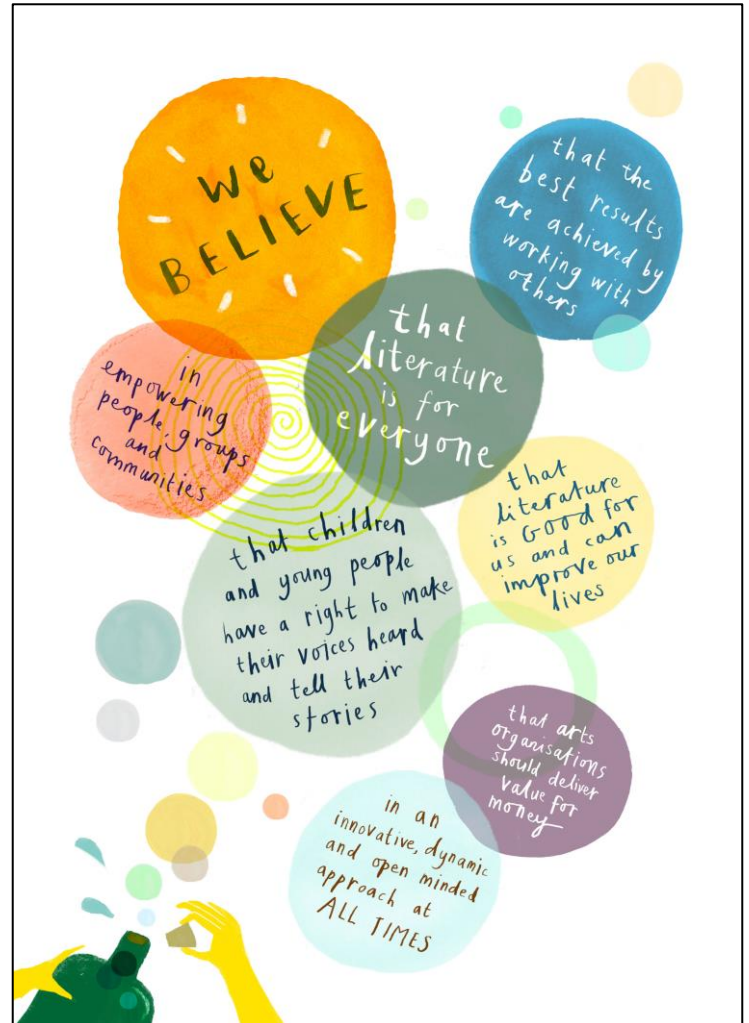
029 2047 2266 / [www.literaturewales.org/](http://www.literaturewales.org/) @LitWales

*Literature Wales is supported by the Arts Council of Wales and the Welsh Government.*

## Appendix 1 – Vision, Values and our Story



Illustrations by Sarah Edmonds



### Our Vision

Literature Wales believes that literature belongs to everybody and can be found everywhere.

Throughout our lives we are surrounded by stories and words – in books, on billboards, on screens, on stage and online. Written and spoken words can entertain, inspire and empower us, making the ordinary extraordinary. They can transform the lives of those who most need it.

Our ambition is to enhance the role, reach and impact of literature in Wales during the next decade, ensuring that everyone is able to participate in and enjoy our oldest artform.

Click [here](#) to view the current Strategic Plan for 2016-19.



## Our Values

Our values guide the strategic decisions, planning and delivery of all our initiatives and projects. They are:

- *Literature is for everyone.* It is our responsibility to make literature accessible by widening its definition, recognising it in, and taking it to, unexpected places, and communicating clearly with audiences.
- *Children and Young People have a right to make their voices heard and to tell their stories.* We support the UN Convention of the Rights of the Child which calls for children to have "the right to relax and play and join in a wide range of cultural, artistic and other recreational activities".
- *Literature is a force for good.* It is at the heart of well-being, literacy, and skills agendas – we aim to ensure that engagement in literature is seen as a vital part of a healthy and engaged life.
- *Literature can empower individuals, groups and communities.* As a facilitator, we will support people by providing them with the expertise and tools to develop their own local literature initiatives.
- *The best results are achieved by working with others.* Partnerships are central to all our work, as is finding common ground and shared values with others both within and outside the literature sector.
- *Organisations should provide value for money.* By developing and securing funding from diverse sources, and strengthening partnerships, we aim to build a sustainable future for literature in Wales.



Developing Dylan Project. Photo Credit: Camera Sioned

## Our Story

Established in 2011 as one of the Arts Council of Wales' National Companies, Literature Wales' role is to facilitate and stimulate literature programmes and events throughout Wales, and promote the best of our literatures internationally. We also develop and support the writers of Wales at every stage of their literary journey. Literature Wales is responsible for leading the sector and actively collaborates with organisations and individuals who contribute to the promotion, creation and enjoyment of literature in Wales. The company includes [Tŷ Newydd Writing Centre](#).

Since its inception we have established a number of new successful initiatives, including the Young People's Laureate of Wales and Lit Reach, a project in partnership with Local Authorities which offers creative and artistic opportunities through literature for some of the most disadvantaged and vulnerable individuals in our communities. We have been central to delivering two major literary centenaries – Dylan Thomas in 2014 and Roald Dahl in 2016. We have won awards for our projects, including the Arts, Business and the Community Award at the Arts & Business Awards in 2017 for our longstanding partnership and creative programme with offenders and their families at HMP & YOI Parc, as well as a Wales Tourism Award in 2014 for the Dinefwr Literature Festival.

Each year, we reach over **140,000 participants including 45,000 young people** through literature activities in communities across the country. We achieve this by working with over 200 partners from a wide range of sectors – from education to tourism, sport to heritage, publishers and producers, grass-roots to international – to make sure that literature truly belongs to everybody, and that it is nurtured everywhere.

Writers of all genres and backgrounds lead all our activities. From high-profile ambassadorial roles such as the National Poet of Wales, Bardd Plant Cymru and the Young People's Laureate to community activism, writers play a key role in ensuring that literature is for everyone. Each year we work with over 500 writers, and invest 25% of our budget in individual writers, meaning that over £300,000 a year goes directly to writers living and working in Wales. Further developing writers' skills and talents is one of our main aims and we continue to enhance our schemes and services to ensure they match writers', and the sector's, needs and expectations – as well as making sure writers have the right set of skills to work in diverse and challenging settings.

The Tŷ Newydd Writing Centre is vital for this work. This grade II\* listed building, set in beautiful grounds in Llanystumdwy, Cricieth, is home to a programme of short and residential courses for writers at all stages of their journey, across diverse genres. The site itself was redeveloped in 2015-17, with generous investment from Arts Council of Wales, the Ashley Family Foundation and the Glyn Jones bequest. Following this work, Literature Wales has seen an increase in course bookings, in particular repeat bookings, as well as significant additional income from private hires and lettings during breaks in the course programme. Over the next five years, Directors will lead further developments aimed at increasing site capacity and flexibility, at the same time as ensuring that the ongoing programme delivers attractive and innovative creative and professional courses for writers.

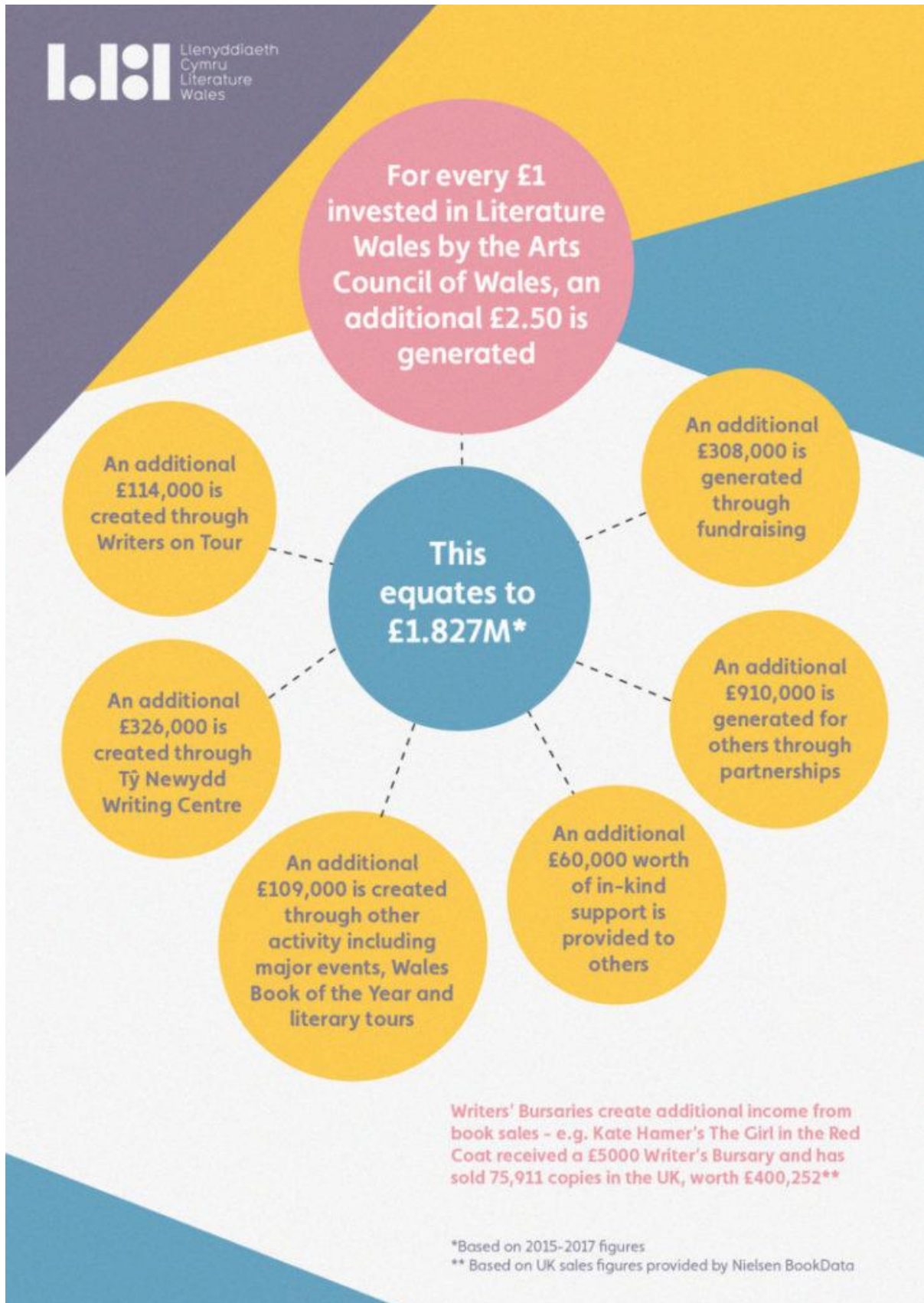


Developing more diverse income streams at Tŷ Newydd has been part of a significant campaign to ensure that Literature Wales works on a sustainable business model and provides value for money. As an organisation that receives public funding, we take this responsibility particularly seriously. Since being established we have increased our turnover by 12%, and each year we secure over £1.8million in extra investment in literature, in addition to core funding. For every £1 invested in Literature Wales by our core funder, the Arts Council of Wales, an additional £2.50 is generated. For example, the funding for Writers on Tour, the funding scheme that supports local literature activity, generates an additional £114,000. Overseeing this side of the business and working to ensure its sustainability are key responsibilities for all Directors.



*Tŷ Newydd Writing Centre. Photo Credit: Keith Morris*

Literature Wales is a registered charity and a company limited by guarantee and operates in accordance with the Charities Commission and Companies House regulations.





## **Appendix 2 - Practical Information**

### **Responsibilities of Directors**

#### **1. Legal & Financial**

- All Directors also act as Trustees of the organisation.
- Ensure Literature Wales operates in accordance with Company and Charity law. This includes filing statutory returns at Companies House, returns to the Charity Commission and keeping Company Registers.
- Ensure Literature Wales follows all relevant Charity Commission and Company regulations and adheres to the Charity Governance Code, including fulfilling the charitable aims and objectives of the organisation for public benefit.
- Ensure prudent financial management of Literature Wales; exercise financial overview and control; scrutinise quarterly financial statements; discuss and agree annual budgets and, as necessary, review and revise those budgets; agree and, if appropriate, assist with funding applications.
- Ensure Literature Wales keeps proper financial records, produces annual, audited accounts, and submits these to Companies House, the Charity Commission and appropriate funding bodies.
- Ensure payment of all due taxes to HMRC.
- Ensure Literature Wales' assets are safeguarded and well managed.

#### **2. Employment and HR**

- Manage and develop Literature Wales' employment policies, including equal opportunities, recruitment, salary, grievance and disciplinary, appraisal, short and long term absence, expenses and training.
- Overseeing recruitment of senior staff, staff contracts, and any decisions relating to dismissal or non-renewal of employment contracts.
- The Chair, or an appointed deputy, will act as the Chief Executive's line manager providing support, appraisal, and assistance with disciplinary and grievance procedures.
- Ensure safe and efficient use of premises for staff and the public.

#### **3. Advocacy and Communication**

- Promote Literature Wales, its activities, and its needs, to the public, private and third sectors to enhance its profile and assist with fundraising.



- Act as an enthusiastic champion and ambassador for Literature Wales at all times.
- Attend Literature Wales and partner events as champion and ambassador.
- Provide information and expertise that may be of assistance to Literature Wales.

#### **4. Board Structure**

- The Board of Directors is led by a Chair who is the figurehead and main spokesperson for the Board and who also holds primary responsibility for employment, HR, governance and policies.
- The Chair will oversee the process for delegating certain powers of the Board to Committees and Task and Finish Groups as required. The Board currently has four Committees: Governance and HR; Development and Finance; Tŷ Newydd Writing Centre; Programmes and Planning. Each Director is expected to serve on at least one Committee.
- Directors also foster effective and supportive working relationships with the Executive, through mentoring, collaborating on delegated tasks and ongoing dialogue.

#### **Terms and conditions**

- Literature Wales directors will normally be allowed to serve for a maximum of six years.
- The Literature Wales Board of Directors meets four times a year, and holds its meetings in Cardiff and Llanystumdwy.
- The Literature Wales Board of Directors delegates some responsibilities to committees and task and finish groups. Directors will be expected to serve on a minimum of one of these committees and on task and finish groups as required.
- Literature Wales Directors will not be eligible to receive awards and bursaries offered by Literature Wales, including Wales Book of the Year and Writers' Bursaries.
- This is a voluntary position and Literature Wales Directors do not receive payment. Expenses incurred by Directors in meeting their service commitments will be reimbursed.
- Literature Wales Directors may provide and be reimbursed for services to Literature Wales (e.g. as a course tutor at Tŷ Newydd) on the same terms as those applicable to members of the public. Any payments are recorded on a register of benefits.
- All Literature Wales Directors must inform and regularly update the Chair of any potential conflicts of interest and absent themselves from the relevant discussions if appropriate.