



Llenyddiaeth
Cymru
Literature
Wales

Management Board Director

Voluntary, initial three-year service term

Deadline: 5pm on Thursday 26 September 2019

Interviews: 8 or 9 October 2019 Start date: 23 November 2019 (first meeting)

Literature Wales is looking to enhance its Board with dynamic, committed, capable and visionary individuals who will contribute to the development and promotion of literature in Wales.

New Directors will be joining Literature Wales at the start of a vibrant new chapter for the organisation. Literature Wales recently launched its [Strategic Plan for 2019-22](#) and Directors play a vital role in helping the organisation implement this new plan.

We are looking for people who want to contribute positively to building a better society and ensuring that literature empowers, improves and brightens lives. We are looking for strong advocates who share the vision and values of the organisation and who will work with fellow Directors to ensure high standards of governance, transparency and accessibility.

About Literature Wales

Literature Wales is the national company for the development of literature. Our vision is a Wales where literature empowers, improves and brightens lives. Our aim is to inspire communities, develop writers and celebrate the literary culture of Wales.

Literature Wales works in Welsh, English and bilingually across Wales. We have offices in Llanystumdwy and Cardiff. Our patron is Sir Philip Pullman. We are a registered charity and a company limited by guarantee.

We facilitate, fund and directly deliver a diverse literary programme across Wales. All our activities are structured into three Activity Pillars. Concentrating on these three areas ensures that all of our work is clearly linked to our mission, and enables the effective use of resources:

Participation - Inspiring some of our most marginalised individuals and communities through active participation in literature.

Writer Development - Developing the creative and professional potential of early career writers.

Wales' Literary Culture - Celebrating our contemporary writers and the literary heritage of Wales.

All of the pillars are inter-linked, and much of our work flows from one to another. Projects are not developed in isolation, but complement and enhance each other, with clear progression and development.

Our Priorities

Based on our understanding of the power of literature to improve and transform lives, and the need to focus our activities where they will have greatest impact, we have identified three Tactical Priorities which will cross-cut all Activity Pillars. They are thematic priorities which will feature in everything we deliver, and in our partnership and facilitation work:

Representation & Equality - Ensuring representative inclusion throughout our activity and internal structures provides platforms for under-represented literary voices and creates a national literary culture which represents contemporary Wales.

Health & Well-being - Supporting and advocating how literature can contribute positively to the nation's health and well-being and improve the lives of people in Wales.

Children & Young People - Increasing access to and conveying the joy of creative writing and reading to make a significant contribution to the well-being of the future generations of Wales.

About the role of Director

Management Board Directors have a responsibility for the strategic direction of the organisation and ensuring its strategic priorities are consistent with stakeholder and funder requirements, and beneficial for the sector as a whole. Directors must commit to the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Management Board meets five times a year and Directors are expected to contribute to occasional strategic work between meetings, too, on a Task and Finish basis as required.

Directors also serve as the charity's trustees.

Management Board Directors do not receive a salary and the role is undertaken on a voluntary basis. However, Directors may claim reasonable expenses when conducting the business of the charity.

Specific Skills

The Literature Wales Board 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, we are specifically looking for the following skills:

- Welsh-language – written and spoken
- In-depth knowledge and experience of the literature scene in Wales, preferably as a writer and/or performer

Accessibility

Literature Wales is committed to the development of a diverse Management Board and addressing barriers to participation. It is understood that the role of Director is a significant commitment and assistance may be provided to individuals by meeting childcare and other care costs and any other reasonable expenses incurred as part of Director duties.

Literature Wales believes that people should not be prevented from becoming a Director because of financial constraints. In exceptional circumstances, Literature Wales Directors may consider compensating an individual Trustee for loss of earnings due to time spent conducting Director business. Any such agreement would need to comply with the Trustees Remuneration Policy and would be subject to approval from the Charity Commission. If you are unsure whether you would be able to commit the time required to act as a Director for financial reasons, please get in touch.

Management Board meetings are currently held on a combination of days and times, in order to minimise disruption to other commitments Directors may have.

How to apply

1. Please **read** this recruitment pack as well the [Literature Wales Strategic Plan for 2019 – 2022](#) in preparing your application.
2. **Prepare** your letter of application, which should be no more than three pages of A4 or create a video application (either format its fine and of equal value). Your letter of application or video should include your name, postal address, phone number and email address. Please also let us know:
 - Why you're interested in the role of Director
 - Details of your skills, knowledge and experience and how they would contribute to the work of Literature Wales
 - Details of three professional achievements and the reasons why you are proud of them
 - Details of two referees
 - Any other information relevant to the role
3. **Send** the following to post@literaturewales.org by 5.00pm on Thursday 26 September 2019:

- Your letter of application or link to video application (via Dropbox or WeTransfer)
- Your CV (no more than three pages of A4) and the details of two referees who know you in a professional capacity
- A completed Equality and Diversity Monitoring Form ([available here](#))

Applications can also be sent by post to:

Literature Wales
Glyn Jones Centre
Wales Millennium Centre
Bute Place
Cardiff CF10 5AL

What happens next?

The deadline for applications is **5pm on Wednesday 28 August 2019**.

Short-listed candidates will be invited for an interview in Literature Wales' office on 8 or 9 October 2019.

If you have any questions at all, please get in touch. Call 029 2047 2266 and ask to speak to:

Lleucu Siencyn, Chief Executive,
Elinor Robson, Deputy Chief Executive or
Bronwen Price, Head of Development and Deputy Chief Executive

or send an email to post@literaturewales.org

If you'd like a chat on Skype, just let us know and we'll arrange a call. If you'd rather drop in beforehand to meet the team, this can easily be arranged.

Our recruitment policy

Literature Wales is part of the Weston Jerwood Creative Bursaries, which supports arts organisations to expand their approach to diverse recruitment and talent development. We are committed to welcoming candidates from a wide range of backgrounds, which includes assessing applications partly based on potential strengths. If you would like to apply for this post but are uncertain if you have sufficient experience, please contact us for an informal chat.

Literature Wales is a registered charity that works with the support of the Arts Council of Wales and Welsh Government.

Appendix 1

Responsibilities of Directors

For information on the key duties of Directors as Trustees of the charity, and what Trustees need to do to carry out these duties competently, please read the Charity Commission guidance, [The Essential Trustee](#) (CC3).

Terms and Conditions

- Directors are appointed for an initial term of three years.
- Directors may be appointed for a second three year term but this must be confirmed by the Management Board.
- Directors and connected persons are not eligible to receive awards and bursaries administered by Literature Wales, including Wales Book of the Year and the Bursary and Mentoring scheme.
- Directors do not receive payment. Expenses incurred by Directors in the conduct of the business of Literature Wales will be reimbursed.
- Directors and connected persons may be paid for providing other services to Literature Wales. All agreements of this kind require must follow the Trustees Remuneration Policy, which includes seeking Management Board approval and recording any payments on the Register of Benefits.
- Directors must declare all potential conflicts of interest and absent themselves from relevant Management Board discussions as necessary. Conflicts of interest will be recorded by Literature Wales.
- Directors must develop and maintain effective and supportive working relationships with the Literature Wales executive through mentoring, collaboration, and dialogue.

Legal & Financial

Directors must:

- Also act as Trustees of the charity
- Ensure Literature Wales operates in accordance with Company and Charity law and its governing document. 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 the 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.

Employment and HR

Directors must:

- Manage and develop Literature Wales' employment policies, including equal opportunities, recruitment, salary, grievance and disciplinary, appraisal, short- and long-term absence, expenses and training.
- Oversee 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.

Advocacy and Communication

Directors must:

- 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 both champion and ambassador.
- Provide information and expertise that may assist with the work of Literature Wales.

Company Director Duties

Directors must also comply with the requirements of section 10 of the [Companies Act 2006](#), which lists the general duties of a Company Director as:

- Duty to act within the powers of the Company
- Duty to promote the success of the Company
- Duty to exercise independent judgement
- Duty to exercise reasonable care, skill and diligence
- Duty to avoid conflicts of interest
- Duty not to accept benefits from third parties
- Duty to declare interest in a proposed transaction or arrangement