**Literature Wales is looking for a dynamic and visionary individual to lead the organisation as Chair of its Board of Directors**

**Voluntary, initial three-year service term**

**Deadline: 9 April 2021 Interviews: 19/20 April 2021**

**Start date: May 2021\***

***(\*including attendance at a Quarterly Management Board Meeting on 21 May, 4-6pm)***

**Inspiring Communities Developing Writers Celebrating Wales’ Literary Culture**

Literature Wales, the national company for the development of literature, is looking for a new Chair to lead the organisation into its next phase.

In these extraordinary times of challenge and change, we are looking for a dynamic, committed, and visionary individual who can lead the organisation as we continue to re-imagine and shape our contemporary literary landscape, while remaining true to our mission and values. We all have stories to tell - and literature, as one of our oldest artforms, continues to inspire and entertain in a multitude of forms.

Since its creation in 2011, Literature Wales has faced up to a raft of challenges affecting our society, and more recently how the global pandemic has impacted our clients and audiences, particularly the most vulnerable. As a learning and reflecting organisation which embraces change, we have transformed the way we work, focusing on how literature can enhance the lives of every one of us in the modern, vibrant Wales we are all part of.

Our literary culture makes a huge contribution to our well-being, giving voice to the unheard and inspiring both personal reflection and national debate. Through our systems of monitoring and evaluation, and gathering evidence of long-term impact, we know that the work we do at Literature Wales – co-created and delivered with writers, readers and communities – helps to makes Wales and the world a better place.

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 underpin all our work:

* Representation & Equality – we will provide platforms and encourage under-represented literary voices, and work towards creating a national literary culture which represents contemporary Wales.
* Health & Well-being – we will support and advocate for the ways that literature can contribute positively to the nation’s health and well-being and will help to improve the lives of people in Wales.
* Children & Young People – being able to take part in creative writing and reading for pleasure is everybody’s right and we will make a significant contribution to the well-being of the future generations of Wales.

We are open to new ideas and approaches on our Board – with our writers, audiences, and participants at the heart of our thinking. We want to continue to diversify our audiences and find ways of reaching and nurturing new voices and talent to achieve better representation in literature and equality of opportunities. We welcome applications by people from a range of backgrounds and experiences, from within the literature sector and beyond. What is important to us will be your commitment and passion for our values and our mission to empower, improve and brighten lives through literature.

We are looking for strong advocates who share the vision and values of the organisation and who will work with fellow Directors and staff to ensure high standards of governance, transparency, and accessibility.

Our current Chair, the academic and poet **Kate North,** will step down in May 2021 having served the mandated length of office set out in Literature Wales’ Articles of Association. The new Chair will lead the company into its second decade and actively shape the future of the organisation at a time of continued great global upheaval and change. This is an exciting opportunity to join the organisation as we develop a new four-year strategic plan for 2022 onwards and prepare for the Arts Council of Wales‘ investment review, building on the strength and success of [Literature Wales‘ Strategic Plan 2019-22](https://www.literaturewales.org/about/strategic-plan-2019-2022/).

Our Tactical Priorities will be at the forefront of our work in the next few years, as and such we strongly encourage applications from people who are underrepresented in the literature sector, and from those who experience discrimination due to race, gender identity, sexual orientation, marital status, religion, nationality, ethnic origin, disability or age. We operate an anti-racist culture and are developing our Safeguarding and HR policies to include best practice processes when working with those who have suffered the trauma of discrimination and on addressing micro-aggressions in the workplace. We are dedicated to meeting access requirements; just let us know what you need.

**Literature Wales – About us**

[Literature Wales](http://www.literaturewales.org) 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 Wales’ literary culture.

We are a member of the Arts Council of Wales’ Arts Portfolio and are one of eight National Companies which also includes the BBC National Orchestra Wales, Ffilm Cymru Wales, National Dance Company Wales, National Theatre Wales, Theatr Genedlaethol Cymru, Wales Millennium Centre and Welsh National Opera. Literature Wales works in Welsh, English and bilingually across Wales. We have offices in Llanystumdwy and Cardiff. Our patron is **Sir Philip Pullman**.

**About the role of the Chair and specific skills**

As Chair you will be have the potential to become an exceptional leader and provide vision and guidance for the organisation. You will inspire other Directors and staff to ensure that the organisation continues to lead the sector, to flourish and to develop further.

As Chair you will work closely with the CEO and be the figurehead for the organisation, and advocate for its mission and values at the highest level. As the key spokesperson for the Board of Directors, you will act as its representative at external events and in the media.

Key duties include:

* Manage, appraise and support the CEO
* Work with key staff to ensure the Board discharges its legal and charitable responsibilities
* Ensure that the Board acts as an effective team and provides positive challenge to the Executive
* Ensure that the Board sets and regularly reviews the company’s strategy
* Work with the CEO to represent the company with external stakeholders and develop the organisation’s networks and relationships

The Management Board meets a minimum of four times a year and Directors are expected to contribute to additional strategic work on a task and finish basis, as required. The Chair will also be required to attend regular meetings with the CEO; high level meetings with stakeholders and funders on occasion; and represent the organisation at public events. A time commitment of around 25 days per annum is required.

A positive attitude towards the Welsh language and bilingualism is essential for this role.

**Fee and Accessibility**

The Chair and 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.

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 due to financial constraints. In exceptional circumstances, Literature Wales Directors may consider compensating another Director 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 to discuss any concerns you may have.

We particularly encourage applications from people who are underrepresented in the literature sector, and from those who experience discrimination due to race, gender identity, sexual orientation, marital status, religion, nationality, ethnic origin, disability or age. We are dedicated to meeting access requirements; just let us know what you need.

**How to apply**

1. Please **read** the information in this recruitment pack carefully. Also, please read the Literature Wales Strategic Plan for 2019-2022 [here](https://issuu.com/llencymru-litwales/docs/literature_wales_-_strategic_plan_2_92580a16f93663) and our [2019-2022 Mid-Term Report](https://www.literaturewales.org/about/2019-2022-mid-term-report/).
2. Please **write an application letter** of no more than 3 pages of A4 **or create a video application** of no more than 5 minutes (both formats are acceptable and of equal value). Your letter/video should include your name, postal address, phone number and email address. Please let us know:
   * Why you are interested in the role as Chair
   * Details of your skills, knowledge and experience and how they would be relevant to the work of Literature Wales.
   * Details about three professional achievements and the reasons why you are proud of them.
   * Any other information relevant to the role you are applying for.
3. Send the following to [post@literaturewales.org](mailto:post@literaturewales.org) by **5.00 pm on 9 April 2021:**

* Your application letter or video
* Your CV (of no more than three A4 pages), including details of two referees
* A completed Literature Wales Equality and Diversity Form (available [here](https://www.literaturewales.org/wp-content/uploads/2019/06/Literature-Wales-Equality-and-Diversity-Form.docx))

**What will happen next?**

We will assess the applications and invite successful candidates to a digital interview on **19 or 20 April 2021.** There will be an interview panel made up of members of Literature Wales‘ Directors, staff and representatives from the Arts Council of Wales.

If you have any questions at all or prefer to have an initial chat, please get in touch with us on [post@literaturewales.org](mailto:post@literaturewales.org)

**Our recruitment policy**

Literature Wales benefitted from being a part of the [Weston Jerwood Creative Bursaries](https://jerwoodarts.org/projects/weston-jerwood-creative-bursaries-2020-22/), which support 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 role but are uncertain whether 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 the Welsh Government.*

**Appendix 1**

**Roles and Responsibilities of Management Board Directors**

Literature Wales Directors are also the charity’s Trustees and Members. There is some distinction between when Directors are acting as Members or as Directors/Trustees, as detailed below. This will be recorded appropriately in the minutes of Board meetings and any resolutions.

1. **Charity Member**

The areas of the Management Board’s work conducted by the Directors as the charity’s Members are as follows:

* **Management Board appointments**

These include:

* New Director appointments
* Director Service Term extensions
* Director removals
* Director retirements

Information concerning appointments, extensions, removals and retirements will be provided a minimum of 4 weeks before Management Board meetings. Appointments, extensions, removals and retirements will be subject to a majority vote by the Members at the Management Board meeting.

* **Amendments and revisions to governing documents**

Changes and revisions to the Literature Wales Articles of Association require a special resolution by the charity’s Members. Approval of a special resolution requires agreement by 75% of the entire membership. As the Literature Wales Directors act as the charity’s Members the approval of a special resolution requires agreement by 75% of the entire Management Board membership.

* **Transactions and Agreements between Literature Wales and its Management Board Directors, Employees, and Connected Persons**

Literature Wales may enter into agreements with Directors, Employees, and connected persons, for the provision of services and/or goods. Agreements of this kind must be assessed and approved by the charity’s Members.

* **Disbursement of assets if Literature Wales was wound up.**

In the event of the charity’s dissolution, the Members must ensure that all net assets are applied:

* directly for Literature Wales’ Charitable Objects; or
* by transfer to any charity or charities for purposes similar to the Literature Wales Charitable Objects; or
* by transfer to any charity or charities for use for particular purposes that fall within the Literature Wales Charitable Objects.

1. **Charity Directors or Trustees**

Management Board Directors are also the charity’s Trustees, and are the group of individuals who have independent control over, and legal responsibility for, the charitable company’s management and administration.

The Charity Commission guidance ([*The Essential Trustee*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/842041/CC3_may18.pdf)) lists Trustee duties as follows:

* Ensure your charity is carrying out its purposes for the public benefit
* Comply with your charity’s governing document and the law
* Act in your charity’s best interests
* Manage your charity’s resources responsibly
* Act with reasonable care and skill
* Ensure your charity is accountable

Directors must also fulfil the general duties of Directors as detailed in the Companies Act 2006 (section 170-177):

* The duty to act within their powers (in accordance with the company’s constitution)
* The duty to promote the success of the company
* The duty to exercise independent judgement
* The duty to exercise reasonable care, skill and diligence
* The duty to avoid conflicts of interest
* The duty not to accept benefits from third parties
* The duty to declare interest in proposed transaction or arrangement

Specific responsibilities are as follows:

* **Legal & Financial**

Management Board Directors must:

* Ensure Literature Wales operates in accordance with Company and Charity law - this includes filing annual returns and financial statements with Companies House and the Charity Commission and the maintenance of Company Registers.
* Ensure Literature Wales complies with relevant Charity Commission and Companies House regulations and the Charity Governance Code.
* Exercise financial overview and control; scrutinise quarterly financial statements; discuss and agree annual budgets and, if appropriate, assist with funding applications.
* Ensure Literature Wales keeps proper financial records and produces annual, audited accounts.
* Ensure payment of all due taxes to HMRC.
* Ensure Literature Wales’ assets are safeguarded and well managed.
* **Employment and HR**

The Literature Wales Management Board is responsible for the organisation’s employment and HR. This responsibility includes:

* Development and management of employment policies - including equal opportunities, recruitment, salary, grievance and disciplinary, appraisal, short- and long- term absence, expenses and training.
* Oversight of senior staff recruitment, staff contracts, and any decisions relating to dismissal or non-renewal of employment contracts.
* Line management of the Chief Executive.
* **Advocacy and Communication**

Management Board Directors act as champions and ambassadors for Literature Wales. This includes:

* Promotion of Literature Wales within the public, private and third sectors to enhance the organisation’s profile and fund-raising activity.
* 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.

All Directors are advised to read the following documents on the role and responsibilities of a Trustee:

* Literature Wales’ **Matters reserved for the Board and Responsibilities of the Chief Executive** and **Management Board Schedule of Delegations** gives more detail on the specific responsibilities of the Board.
* The Charity Commission’s ***Essential Trustee*** provides an excellent overview of the responsibilities and duties of charity trustees. It can be viewed [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/617828/CC3.pdf).
* The ***Charity Governance Code*** sets out best practice and recommended principles for governance. It can be viewed [here](https://www.charitygovernancecode.org/en).
* The guidance document, ***Charity Governance, Finance and Resilience: 15 questions trustees should ask*** (available [here](https://www.gov.uk/government/publications/charity-trustee-meetings-15-questions-you-should-ask)), provides useful advice on the role of Directors.
* For comprehensive details of the roles, responsibilities and powers, Directors should refer to the [Charities Act 2011](http://www.legislation.gov.uk/ukpga/2011/25/contents), the [Trustee Act 2000](http://www.legislation.gov.uk/ukpga/2000/29/contents) and the [Companies Act 2006](http://www.legislation.gov.uk/ukpga/2006/46/contents).