

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 for applications: 9 April 2021

Interviews: 19/20 April 2021

To start: May 2021



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 make 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 participate 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.

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 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.



As Chair you will 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.



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.



Please read the information in this recruitment pack carefully. Also, please read our [Strategic Plan 2019-2022](#) and our [2019-2022 Mid-Term Report](#). 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.

Send the following to 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](#))



What will happen next?

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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



Literature Wales benefitted from being a part of the Weston Jerwood Creative Bursaries, 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.

