



Children's Laureate Wales Launch 2019

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Creative Executive

Full-time, permanent contract (37 hours per week)

To start as soon as possible

Salary: £25,000 pro rata

Location: Our offices are in Llanystumdwy and Cardiff. The position is offered on a hybrid working basis, however all requests for location flexibility will be considered.

Closing Date: Wednesday 7 December, 5.00 pm **Interviews:** week commencing 12 December

Our recruitment policy

At the heart of Literature Wales are its employees and we rely on them to effectively deliver the ambitions and priorities of the Strategic Plan for 2022-25. We care about the health and well-being

of our team and recognise the importance of sustaining a healthy, supportive, and inclusive culture, that is also reflective of the true nature of Wales' rich and diverse communities.

Literature Wales aims to be an inclusive organisation committed to welcoming candidates from a wide range of backgrounds. We assess applications on the strength of potential, and we will take positive action by guaranteeing an interview to every applicant who meets the suitability requirements of the role and who identifies as under-represented within the literary sector. Our aim is to develop literature as an art form that is representative and accessible to everyone in Wales. We believe that we can best deliver that aim by creating a diverse workforce with varied lived experiences.

For more information, please see our [Equality, Inclusion, Diversity Plan for 2020-23](#). If you would like to apply for this role but are uncertain whether you have sufficient experience, please contact us for an informal chat.

Our recruitment framework has been developed as part of the [Weston Jerwood Creative Bursaries Programme](#), which supports arts organisations to expand their approach to diverse recruitment and talent development.

About us

[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 work in partnership with a range of organisations across Wales and beyond to collectively achieve our ambitions for a more equal sector. Based on our understanding of the power of literature to improve and transform lives, our priorities are themes which feature in everything we deliver, they are, **Representation and Equality, Health and Well-being, and the Climate Emergency**.

We are a charity, and a member of the **Arts Council of Wales' Arts Portfolio** and are one of eight **National Art Companies**. Literature Wales works in Welsh, English and bilingually across Wales. We have offices in Llanystumdwy and Cardiff.

About the Role

This is an exciting role which will deliver key projects aimed at inspiring and nurturing a new generation of writers, participants, and audiences through literature. This role will be crucial to our ongoing priority to improve **Representation & Equality** in the sector, working in partnership with the Welsh Government to help schools deliver innovative and inspiring workshops by Welsh writers of colour, and working closely with the Creative Lead to deliver a new, exciting education strategy for Literature Wales.

The role's main responsibilities include developing a new **Writing Club** initiative that aims to create further empowering, creative opportunities for children and young people to develop their imagination and hone their writing skills. Another is leading on the delivery of the **Children's Laureate Wales** project expanding access to literature and increasing the enjoyment of reading and writing in Wales' communities.

Working in partnership with people and organisations to deliver on our priorities is key to the Creative Executives' work. You will work with established partners across varied sectors and identify new ones, to bring in expertise, improve services and to engage with more people.

Working in a small and dynamic creative team, you will support colleagues to develop and deliver new participation projects, in line with the priorities of our **Strategic Plan for 2022-25**, that **represent diverse voices**, support **well-being** and raise awareness of the **climate emergency**.

The Creative Executive will:

- Lead on the development and delivery of our Children's Laureate Wales programme, taking them into schools across the country, and devising partnership projects to help the laureates' work have a prominent platform locally, nationally and internationally.
- Support delivery of a new Writing Club initiative that will create a progression pathway for children aged 8-18 to develop their creative writing skills.
- Support delivery of Literature Wales' work in schools, supporting the roll-out of the new Curriculum for Wales and the government's Anti-racist Wales objectives.
- Support on the development of external Project Reports for clients, stakeholders, and funders.
- Support the development of a new internal Writers Database.
- Support and occasionally lead on additional activity projects, such as callouts for participatory initiatives or training and shadowing opportunities for emerging and under-represented writers.

Reporting to:

- Creative Manager

A day in the life of the Creative Executive

During your working day you'll multitask on a range of exciting creative projects, with a particular focus on reviewing and developing our offer for children and young people. You'll take the lead on the delivery of the [Children's Laureate Wales](#) programme, aimed at ensuring more children and young people discover the joy and well-being benefits of engaging with literature. This work requires intensive research, networking, and communication skills as well as an innovative mind to identify gaps in our provision, and devise creative solutions.

You also spend some days at the office collaborating with colleagues, taking part in creative planning meetings, evaluating the impact of our activity, and devising new and innovative projects, including a **Writing Club** initiative aimed at developing children's creative writing skills. You'll spend time supporting and networking with artists, including writers and facilitators helping schools deliver dynamic workshops by Welsh writers of colour.

Some days you'll spend time identifying opportunities for new partnerships or training to support the continuous development of our writers and facilitators. You will also participate in regular pastoral and professional support meetings with your line manager and contribute to Literature Wales' wider strategic development and project planning with colleagues across the organisation.

We are a friendly, creative, and collaborative team that works in Welsh, English and bilingually across Wales. Our offices are based in Llanystumdwy and Cardiff. We work in a hybrid fashion with attendance at one of the offices required regularly but a large proportion of this role can be delivered whilst working from home. We will provide you with the necessary equipment, including a leased laptop to do so. If attendance at the office might prevent you from applying for any reason, please email us to discuss your situation further.

Suitability for the role

We're looking for somebody who has:

- Experience and knowledge of working with children and young people, and understanding of the new curriculum for Wales;
- Experience of project management;
- Strong stakeholder relationship skills, such as liaising with external bodies and partner organisations to organise projects and events;
- The skill to think analytically and reflect on data;
- An interest and commitment to addressing representation and equality through exciting activity projects;
- Strong, sensitive and positive communication skills, both written and verbal.

As a bilingual organisation where the majority of the staff speak Welsh, the ability to speak Welsh is desirable for this role, and a positive attitude towards the Welsh language is essential. There is no requirement for applicants to be fluent, and we provide support for colleagues to develop their Welsh language skills.

We especially encourage applications from individuals who identify with one or more of the following statements to apply:

- I come from a Black, Asian or Minority ethnic background.
- I am disabled or suffer from long-term illness (mental or physical).
- I come from a low-income background.

Applicants who identify with one or more of these statements will be guaranteed an interview for this position. We are passionate about addressing inequalities and under-representation in the arts and will prioritise lived experience above work experience.

How to apply

1. Please **read** the above **job description and suitability list** carefully. Also, please read the **Literature Wales Strategic Plan for 2022–25** [here](#) and take a look around [our website](#).
2. Please **write an application letter*** or **create a video application*** to explain **why** you are interested in the role and what how you are suitable for it (e.g. tell us about your experience and what interests you about specific elements of the role). Both formats are acceptable and of equal value.

*Max. 2 pages of A4 or 5-minute video.

3. Send the following to post@literaturewales.org by **Wednesday 7 December, 5.00 pm**
 - Your application letter or video;
 - Your **CV** and the details of two referees** who know you in a professional context. We will only contact referees after an offer of employment has been accepted;
 - A completed Literature Wales Equality and Diversity Form (available [here](#)).

** Max 2 pages of A4.

What will happen next?

We will assess the applications and invite successful candidates to a digital interview on **w/c 12 December 2022**. There will be three people on the interview panel representing the Literature Wales team.

Although this will be a formal interview, we will ensure that each candidate is comfortable with the interview process. If the interview process causes you any concern, please let us know in advance and we can arrange an informal meeting or chat over telephone or video call with Leusa Llewelyn, Artistic Director, before the interview.

Please feel free to contact us to discuss the role in advance, or to ask for more information. To speak with Leusa directly or to arrange a call back, please e-mail her at leusa@literaturewales.org.

We will contact all the candidates with the outcome of the interviews by 19 December 2022.

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