

# Literature Wales

## Trustee and Deputy Chair Recruitment

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Voluntary, initial three-year service term

**Application deadline:** 12.00 pm, Friday 13 January 2023

**Interview dates:** w/c 23 January 2023

**Start date:** 21 February or 23 May 2023



Llenyddiaeth  
Cymru  
Literature  
Wales

# A message from the Chair of Literature Wales

Are you passionate about the arts and the transformative possibilities of literature? Are you committed to values of inclusion and fairness, and do you believe that culture in all its forms can bring about positive change to society? Do you have the knowledge and skills to support good governance, develop strategy and inspire positive change? If so, I encourage you to consider applying to join the Literature Wales Board, one of Wales' foremost and bilingual arts organisations.

We are looking to appoint a number of dynamic, committed, and visionary individuals to our Management Board of Trustees, 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. Our Trustees all bring something unique to the organisation and are strong advocates for what we do. As Trustees we all take collective responsibility for running the charity, with specific additional responsibilities delegated to the Chair and Deputy Chair. Following the retirement of Natalie Jerome as Deputy Chair, we encourage new applicants to consider applying for this role.

As a Trustee you will contribute to shaping the organisation's strategic direction; challenge, advise and guide the Senior Leadership Team where necessary; and help to provide effective and constructive governance.



Cathryn Charnell-White, Chair

We are looking for individuals who are engaged and interested in literature and the arts, and who will help us grow and improve as an organisation.

Literature Wales' Management Board represents a broad sector and seeks to include a range of expertise, experiences, and voices. We actively encourage applications from young people and individuals who are underrepresented in the literature sector. If you are new, we will provide training for all our Trustees. We particularly welcome candidates who offer expertise in one or more of the following areas: **fundraising and stakeholder engagement, disability and discrimination, property management and hospitality, IT and data management, law, charity governance and finance, literature in all its forms, Welsh language and Welsh culture.**

We are proud of the way in which Literature Wales has evolved over the years into an agile organisation that welcomes change. We ensure that our strategy evolves alongside the fast-paced sector within which we work, so that we can develop new opportunities for our writers and reflect the needs of our audiences. We are a sector facilitator working towards a transformation of Wales' literary scene by empowering writers and audiences through strategic and impactful partnerships. We are looking for strong advocates who share the vision and values of the organisation and who will work with fellow Trustees and staff to enable creativity and ensure high standards of governance, transparency, and accessibility. If this sounds like you, consider applying today or get in touch for an informal conversation.

Thank you for your interest in this role and we look forward to hearing from you.



Cathryn Charnell-White

# About us

Literature Wales is a progressive organisation that celebrates the rich literary landscape of Wales and its languages with the world. As the National Company for the development of literature we have a uniquely strategic overview which supports, facilitates, and emphasises the development of the wider literary sector. As one of the Arts Council of Wales' eight designated National Companies, we also have a responsibility to offer leadership and support, and share knowledge gathered through consultation and research with Wales' writers, readers, literary audiences, and educators.

[Our vision](#) is a Wales where literature empowers, improves, and enriches lives. Our ambition is for a Wales in which [its literature represents diverse voices, supports well-being, and raises awareness of the climate emergency](#). These priorities focus our activity and strategy to create change in society through literature:

## Representation & Equality:

Shape a sector that supports equal access for all by addressing historical and structural inequalities and platforming diverse voices.

## Health & Wellbeing:

Support the well-being of individuals and communities, using the healing potential of literature to enhance services.

## Climate Emergency:

Use creativity to educate, explore and challenge, increasing knowledge of the climate emergency and inspiring lasting change.

At Literature Wales we have always strived to be radical in our approach and ambitions and are committed to the far-reaching transformation of Wales' literary culture. Advocacy for the Welsh language and for the diverse and vibrant culture of Wales are the foundation stones of our organisational goals, with each one aligning with the Well-being of Future Generations (Wales) Act 2015.

We offer a range of services from [Professional Writer Development Schemes](#) to tackle under-representation in the sector, to facilitating community events by [providing advice and financial assistance](#). In collaboration with partners across varied sectors, we also facilitate high-profile, national ambassadorial roles such as [National Poet for Wales](#), [Bardd Plant Cymru](#) and [Children's Laureate Wales](#), and manage the annual [Wales Book of the Year Awards](#).

Literature Wales' headquarters, [Tŷ Newydd Writing Centre](#) is an important part of Wales' rich literary heritage. Founded in 1990 it is the National Writing Centre of Wales, and since then thousands of aspiring and emerging writers have passed through its iconic teal front door before going on to enrich the cultural landscape of Wales. You can read some of their [success stories here](#).

Established in 2011, and merged with Tŷ Newydd Writing Centre, Literature Wales works with the support of the Arts Council of Wales and Welsh Government. We are a Company Limited by Guarantee (07779153) and a Registered Charity (1146560), governed by a [Management Board of Trustees](#) and currently employ 18 members of staff. Our average annual turnover is approx. £1.1m, based on figures from 2018-2021.



# About the role of Trustee and specific skills

Literature Wales' Trustees 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 to society. Our Trustees embody [our values](#), are committed to equality and inclusion and have a positive attitude towards the Welsh language and bilingualism.

The Board of Trustees oversee the organisation's finances and governance and work closely with the Executive and colleagues across the organisation to ensure the organisation's objects are pursued as defined in its governing document.

Trustees will fully understand and comply with the [Charity Commission's six essential duties](#), and will commit to the seven Nolan principles of public life: **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

## Key responsibilities/duties include\*:

- Working with, and supporting the Executive and wider team of staff to ensure the Board discharges its legal and charitable responsibilities. This includes, complying with the organisation's governing documents, charity, and company law as well as all other relevant regulations and legislation.
- Make an effective contribution to the team dynamic of the Board, and providing positive challenge to the Executive
- Support the Board and Executive by sharing skills, knowledge, and experience to help make effective and informed decisions.
- Contribute to regular reviews of policies, procedures and organisational strategy, according to funding requirements and business needs.
- Support the Chair and Executive with maintaining relationships with funders and contribute to the organisation's application to the Arts Council of Wales' 5-year Investment Review (next in Spring 2023).
- Annually review the organisation's policies and procedures, and provide development advice according to expertise.
- Attend occasional training sessions (e.g. charity law and governance), task and finish groups or creative planning sessions.
- Support the Senior Leadership Team by representing the company with external stakeholders to develop the organisation's networks and relationships.
- Attend **four** quarterly Management Board Meetings annually and contribute to stakeholder engagement and additional strategic work on a task and finish basis, as required.
- Approximate time commitment for Trustees: 10-15 hours per month.

# About the role of Deputy Chair and specific skills

In addition to Trustee responsibilities, Literature Wales' Deputy Chair will also:

- Support the Chair in all aspects of their role, including deputising as a figurehead for the organisation, and advocate for its mission and values at the highest level.
- Act as one of the organisation's representatives at external events and in the media.
- Support the Chair with line managing, appraising and supporting the Creative Director and the Executive Director.
- Chair at least one of the Board's scheduled meetings per year, and deputise in the Chair's absence.
- Inspire other Trustees and staff to ensure that the organisation continues to lead the sector, to flourish and to develop further.
- Approximate time commitment for a Deputy Chair/Trustee: 15 - 20 hours per month.



# A year in the life of a Literature Wales Trustee / Deputy Chair

As a Trustee at Literature Wales, you will meet with your fellow Board Members and the Executive each quarter at a Board Meeting to review strategic progress and to support development. Fostering engagement with the wider team of staff is a priority for our Trustees, and at each meeting a different member of staff will join to share an insight into a specific project or exciting creative development.

On occasions you will work closely with members of the team to consult and support on creative and operational developments, deploying your skills and experience to improve our [writer development offer](#), or contributing to panel discussions considering applications for our high-profile [ambassadorial roles](#), or internal appointments.

You will have the opportunity to visit and stay at the historical [Tŷ Newydd Writing Centre](#) – the National Writing Centre of Wales. Not only is Tŷ Newydd an integral part of Literature Wales, but an important part of Wales' cultural and literary heritage. It is the former home of Wales' only Prime Minister, David Lloyd George, and redesigned by Clough Williams Ellis the creator of Portmeirion. You'll be inspired by walking through the iconic teal front door and in the footsteps of many of Wales' most renowned writers including the current National Poet of Wales Hanan Issa, Owen Sheers and Manon Steffan Ros. And if you're lucky you may meet a future literary star, honing their skills in the library.

We will keep you up to date throughout the year with current activity, news and successes, and you will receive invitations to organisational and partner events, including Wales Book of the Year Ceremonies, celebrating our literary culture, and raising the profile Wales and its writers.

To support the continuous professional development of our Board and Executive, and to remain resilient as an organisation, we arrange training opportunities throughout the year from anti-racism to governance, from accessibility to charity law. Our Trustees initially serve a term of 3 years, with the option to extend for a further 3 years.

A recent blog written by one of our Trustees, Christina Thatcher, provides an insight into the Trustee experience, the challenges and highlights. [Click here](#) to read more.

# What our Trustees have been up to in 2022

Here are some examples of multiple contributions made by our Trustees in 2021-2022:



In May 2022, Literature Wales' Deputy Chair took part in the National Poet of Wales Recruitment Panel. This work involved considering the expressions of interest, discussing as a panel who should be invited to the second stage, and then jointly deciding on who would be awarded the title of Wales' next National Poet.



In June 2022, Literature Wales' Chair and Deputy Chair gave a speech at our first poetry event at the Senedd, Singing the Sun in Flight. With nine events over the next four years, Singing the Sun in Flight: Poetry at the Senedd will provide a platform for diverse voices from across Wales and engage people of all ages and backgrounds.



During summer 2022, Literature Wales' Chair, along with two other Trustees, worked together on the recruitment process to appoint the new Executive and Creative Directors. This work was supported by an external recruitment agency, and involved a shortlisting panel, interviews and an Exceptional Board Meeting to formalise the appointment.



In October 2022, Literature Wales Trustees attended a residential stay at Tŷ Newydd Writing to take part in governance matters and in a creative planning session. The Creative Planning day followed the 47<sup>th</sup> Board Meeting and AGM at Tŷ Newydd. This was the first face-to-face Board Meeting since the pandemic.

# Recruitment Pledge

[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 can demonstrate expertise in one or more of the desired skillsets (see page 3) and who identify as under-represented within the literary sector. Our aim is to develop literature as an art form that is representative and accessible for everyone in Wales. We believe that we can best deliver that aim by creating a diverse workforce with varied lived experiences.

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.

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.

We are committed to welcoming candidates from a wide range of backgrounds. Please don't be discouraged if you are new to this type of role, we offer induction training for all new Trustees and continuous training opportunities.

At Literature Wales we work with writers, storytellers, and artists of all genres as well as creative practitioners, and we encourage individuals with those skills and experiences to apply for this role. However, we would like to be transparent about how this affects working with us in a wider capacity. Understandably, Charity Law states that Trustees cannot benefit from their charity, therefore during an individual's tenure they will not be eligible for any funding or opportunities that arise from Literature Wales activity. To find out more about the

**If you would like to apply for this role but are uncertain whether you have sufficient experience, or how this may affect your career or other/alternative opportunities to work with Literature Wales, please contact us for an informal chat.**

# Fee and accessibility

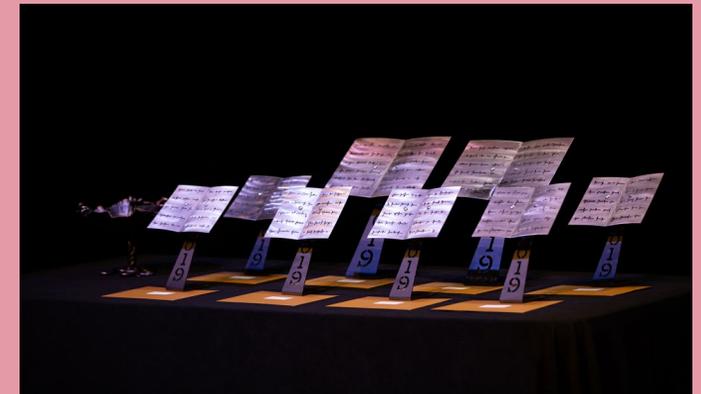
Trustees do not receive a salary and the role is undertaken on a voluntary basis. However, Trustees may claim reasonable expenses when conducting the business of the charity.

Literature Wales is committed to the development of a diverse Management Board and addressing barriers to participation. It is understood that the role of Trustee 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 their duties.

Literature Wales believes that people should not be prevented from becoming a Trustee due to financial constraints. In exceptional circumstances, the Board of Literature Wales may consider compensating another Trustee for loss of earnings due to time spent conducting business for the organisation. 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 Trustee for financial, or any other reasons, please get in touch to discuss any concerns you may have.

If you would like to access this application in another format, please let us know. We are dedicated to meeting access requirements; just let us know what you need.

Please contact us at [post@literatewales.org](mailto:post@literatewales.org) or by calling 029 2047 2266.



# How to apply

1. Please **read** the information in this recruitment pack carefully as well as [The Essential Trustee Guide](#). Also, please read the Literature Wales Strategic Plan for 2022-2025 [here](#).
2. Please **write an application letter** of no more than 1,000 words, **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 Trustee role
  - Indicate whether you would like to be considered for the Deputy Chair Role
  - If relevant, explain how you may be under-represented within the literary sector
  - 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 this role.
3. Send the following to [post@literaturewales.org](mailto:post@literaturewales.org) by 5.00 pm on Friday 13 January 2023:
  - 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 happens next?

We will assess the applications and invite successful candidates to a digital interview on w/c 23 January 2023. There will be an interview panel made up of members of Literature Wales' Management Board, staff, and representatives from the Arts Council of Wales.

If you have any questions at all or would like to have an informal conversation to discuss the role before applying, please get in touch with Alys Lewin, Company Secretary: [alys@literaturewales.org](mailto:alys@literaturewales.org)