



Llenyddiaeth  
Cymru  
Literature  
Wales



JOB  
VACANCY



# Events and Communications Executive

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

To start as soon as possible

**Salary:** £25,000 pro rata, starting salary (negotiable based on experience – please contact us for a chat)

**Location:** We are a collaborative team that works across Wales, with offices 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. If attendance at the office might prevent you from applying for any reason, please email us to discuss your situation further.

**Closing Date:** Wednesday 20 December 2023, 5.00 pm

**Interviews:** Thursday 11 January 2024



Click to find out more about:

[Literature  
Wales](#)

[Careers and staff  
benefits](#)

[Our Recruitment  
Policy](#)

[Our Pledge](#)

[The role of  
Events and  
Communications  
Executive](#)

[How to apply](#)

# The role of Events and Communications Executive

## About the Role

This is an exciting and creative role where you will contribute to the work of developing Literature Wales' profile and reputation, increasing our audiences and clients. The successful candidate will join the communications team, each with specific responsibilities to help tell the story of our organisation.

In a role that combines elements of marketing, digital promotion, and public relations one of your main responsibilities will include promoting our opportunities and services, sharing our key communication messages and the impact of our work. This will involve creating and disseminating exciting content for our digital channels, strategic planning, audience development, copywriting and editing, and analysing the successes of our communication activities.

This will go hand in hand with organising public and closed events targeted at different stakeholders, including the Wales Book of the Year Awards and events celebrating the power of literature at the Senedd.



# The role of Events and Communications Executive

## Key areas of delivery:

- Work towards achieving the ambitions of the Literature Wales Communication Strategy in collaboration with other members of the Team. Duties include:
  - Discussing and co-creating communication action plans with colleagues, providing advice and support on creating communications material.
  - Forward planning and creating digital content, in line with specific timetables.
  - Writing, editing and proofreading copy.
  - Editorial responsibility for the Literature Wales website, and responsibility for keeping it up to date.
  - Creating and designing case studies that demonstrate organisational impact.
  - Analysing and reporting on the success of communication activities.
  - Assisting with the management of the Literature Wales brand by ensuring that content follows our Style, Tone of Voice and Brand guidelines.
  - Supporting strategic communication projects in collaboration with the Communications Lead and Communications Executive.
- Managing the Book of the Year Project, which includes organising an Award Ceremony, maintaining and developing relationships with media/press and the wider literary sector and having an overview of the varied aspects of the project.
- Delivering impactful events for our funders and stakeholders, in collaboration with our Senior Fundraiser and Executive Director.
- Managing and developing partnerships, including reporting on impact to funders.
- Any other tasks, as reasonably required.

Reports to: Communications Lead



Llenyddiaeth  
Cymru  
Literature  
Wales



# The role of Events and Communications Executive

Suitability for the role

We're looking for someone who has:

- A passion for literature and its potential to inspire, improve and enrich lives.
- Experience and understanding of communication and marketing disciplines.
- Experience of copywriting, translation and proofreading.
- The ability to multi-task, to work well under pressure, and to prioritise duties and responsibilities.
- Experience of managing budgets, organising and delivering events.
- Experience of collaborating with external partners, nurturing and developing relationships.
- Strong, sensitive and positive interpersonal and communication skills in **Welsh and English**, written and spoken.
- The ability to think creatively, solve problems, be organised and plan ahead.





# Our Recruitment Policy

At the heart of Literature Wales is its employees and we rely on them to effectively deliver the ambitions and priorities of the [Strategic Plan for 2022-27](#). 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 notes in their application that they identify with one of the following statements:

- I belong to a community or ethnic group that is currently underrepresented in the literature sector.
- I am disabled or suffer from long-term illness (mental or physical).
- I come from a low-income background.

Our aim is to develop literature as an art form that is representative and accessible to everyone in Wales. We believe that the best way to achieve that goal is to create a diverse workforce with diverse life experiences. For more information, please see [our Equality, Inclusion, Diversity Plan for 2022-27](#). 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 keen to hear from applicants who would like to discuss any flexibilities for the role such as job-share/part-time/flexible working and contract duration.



Llenyddiaeth  
Cymru  
Literature  
Wales



# How to apply

1. Please **read** the above **job description and suitability list** carefully. Also, please read the **Literature Wales Strategic Plan for 2022-27** [here](#) and take a look at [our website](#).
2. Please **write an application letter\*** or **create a video application\*** to explain **why** you are interested in the role and 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](mailto:post@literaturewales.org) by **Wednesday 20 December 2023, 5.00 pm**

- Your application letter or video;
- Your written **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 an interview on **Thursday 11 January 2024**. 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 Branwen Llewellyn, Communications Lead, before the interview. Please feel free to contact us to discuss the role in advance, or to ask for more information. To speak with Branwen directly or to arrange a call back, please e-mail her at [Branwen@literaturewales.org](mailto:Branwen@literaturewales.org). We will contact all the candidates with the outcome of the interviews by 15 January 2024.

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