



Llenyddiaeth
Cymru
Literature
Wales



JOB
VACANCY

Operations Executive

12-month fixed term contract, full time (37 hours per week)

To start as soon as possible

Salary: £27,000 pro rata

Closing Date: 10 September 2025, midday

Interviews*: 18/19 September 2025

Location: We are a collaborative team that works across Wales, with offices in Llanystumdwy and Cardiff. We work in a hybrid fashion; the ability to attend one of the offices regularly is essential.

***Llenyddiaeth Cymru | 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 as under-represented within the literary sector.



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The role of Operations Executive

This is an exciting opportunity to join a dynamic, engaged and creative team to support the delivery of Llenyddiaeth Cymru | Literature Wales' operations, projects and wider programme, which aims to create a Wales where literature empowers, improves, and brightens lives.

The Operations Executive is central to the administration and delivery of the [Wales Book of the Year Award](#), leading on managing the submission process, supporting and advising publishers and authors on eligibility and the judging panels with the deliberation and decision process.

The Operations Executive also works alongside the Impact team to implement and monitor targets which feed into [quarterly Organisational](#) and Annual Reporting to our funders, and Management Board of Trustees. This role leads on implementing processes and training the team on our new CRM System (Beacon).

The Operations Executive will work closely with the Executive Director, Operations Manager and the wider delivery team to ensure our programmes are efficient and sustainable. This role is responsible for leading on monitoring our impact according to the Sustainability Strategy and making environmentally friendly recommendations to improve systems and processes.



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The role of Operations Executive

Key areas of delivery:

- Working with the Wales Book of the Year Award team; leading on establishing judging panels for the 2026 award and supporting them throughout the process; coordinating the submission process including reviewing and creating submission packs; holding meetings with the wider team to discuss eligibility and meeting with judges according to the delivery timetable; as well as supporting with the ceremony delivery.
- Contributing to the work of the impact team including developing and leading on the completion Quarterly Reports for the Board of Trustees, supporting with the development of the Annual Report and collaborating with colleagues to report to the Arts Council of Wales by gathering data and target reporting from the wider team.
- Leading on the implementation and maintenance of the CRM system (Beacon), supporting staff with training sessions and with preparing open call outs for programmes, specifically those which are Welsh-language or bilingual.
- Gathering data from our audiences and clients, including coordinating an annual Stakeholder Questionnaire and reviewing and reporting on Writer Fees to ensure we pay fairly, in line with [Our Pledge](#).
- Promoting awareness of our Writer Fee Guidelines and encouraging writers to advocate for fair pay through direct conversations.
- Maintain the Land of Legends website and the Llenyddiaeth Cymru | Literature Wales online shop and stock at our offices.
- Monitoring targets set in our Sustainability Strategy, inviting colleagues to contribute to this work as well as expertise from our Board of Trustees.
- Monitoring our environmental impact as an organisation and supporting colleagues to implement actions and improvements by promoting the benefits of sustainable practices. This work also includes conducting internal reviews (via Survey Monkey) and promoting offers to staff such as Cycle to Work and our Volunteering Scheme.
- Occasional translation, proofreading and copywriting work.
- Dealing with enquiries from our audiences on the phone and by email.
- Any other tasks, as required.

Reporting to: Operations Manager



The role of Operations Executive

Suitability for the role

We're looking for someone who has:

- An interest in literature, and the power of the arts to address social justice issues.
- Experience of administration.
- Experience of monitoring, gathering and analysing data.
- Clear, sensitive, and positive communication skills in **Welsh and English**, both written and verbal.
- Working knowledge and confidence using SurveyMonkey, Zoom and Microsoft Office suite (or similar).
- Working knowledge of CRM systems or similar (e.g. Beacon).
- An interest and commitment to addressing the climate emergency.
- The ability to multitask and to prioritize responsibilities.
- The ability to think creatively, problem solve and be organised.
- The ability to engage and communicate effectively at all levels.

Desirable skills:

- Experience of policy development.
- Experience of implementing systems and processes in a work environment.

Any job offers will be made subject to an appropriate DBS check.



How to apply

1. Read the above job description and the suitability list carefully. Also, read the [Llenyddiaeth Cymru | Literature Wales Strategic Plan for 2022-27](#) and [take a look at our website](#).
2. **Write an application letter* or create a video application*** explaining why you are interested in the role and how you are suitable for it (e.g. mention your experiences and what specific elements interest you about the job). Written applications and video applications will be assessed equally.

*Maximum of 2 A4 pages, or a 5-minute video.

3. Send the following to post@llenyddiaethcymru.org by **Wednesday 10 September, midday**:
 - Your application letter or video;
 - Your **CV, details of two referees** who know you in a professional context. We will only contact your referees after an offer of employment has been accepted;
 - A completed Llenyddiaeth Cymru | Literature Wales Equality and Diversity Form: <https://www.surveymonkey.com/r/2QJXSMH>



What will happen next?

We will contact you to arrange a **digital interview on 18/19 September 2025**. We will confirm in advance who will represent the Llenyddiaeth Cymru | Literature Wales team on the interview panel.

Although this will be a formal interview followed by an administrative task, we aim to 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 a chat over telephone or video call with Alys Lewin, Operations Manager before the interview.

Please feel free to contact us to discuss the role in advance, or to ask for more information. To speak with Alys directly or to arrange a call back, please e-mail her at alys@llenyddiaethcymru.org. We will contact the candidates with the outcome of their interview by 24 September 2025.

Llenyddiaeth Cymru | Literature Wales is a registered charity (1146560) that works with the support of the Arts Council of Wales and the Welsh Government.

