



Llenyddiaeth
Cymru
Literature
Wales



JOB
VACANCY

Events and Communications Executive

Part-time (22 hours per week), fixed term 8-month contract (maternity cover)

To start from 10 August 2026, ideally

Salary: £26,000 pro rata

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.

Language: This role is bilingual and requires communication skills in **Welsh and English**.

Closing Date: Friday 22 May 2026, 5.00 pm

Interviews: w/c 8 June 2026



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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 Llenyddiaeth Cymru | 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, 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 bilingually. This will involve creating and disseminating exciting content for our varied channels, strategic planning, audience development, copywriting and editing, and analysing the successes of our communication activities.

This will go hand in hand with supporting the development and organisation of public and closed events targeted at different stakeholders, including the Wales Book of the Year Awards, Tŷ Newydd open days, events to celebrate our national poets and more.



The role of Events and Communications Executive

Key areas of delivery:

- Assist with the delivery of the Wales Book of the Year project, including:
 - 2027 award and ceremony arrangements, including arranging venue, presenter, translation, BSL, photography, bookshop etc.
 - Begin the work of arranging the guest list and ticket sales .
 - Feed into administrative tasks, including financial work, task lists, contribute to meetings.
 - Lead on the Wales Book of the Year Instagram account and communicating the project highlights on our channels. This will include creating a content schedule, designing content/assets, posting and analysing success.
 - Lead on the Wales Book of the Year pages on the Llenyddiaeth Cymru | Literature Wales website, updating them as necessary.
 - Lead on the arrangements to celebrate the shortlisted authors and winners throughout the year, including outreach activity to accompany the award.
- Lead or support in carrying out various event arrangements as required. This may include:
 - Booking venues, contributors, translation/BSL, ticketing/registration/RSVP system, photographer, etc.
 - Create and design suitable invitations, send them to lists of invitees, oversee reminders, and create a 'door list' ready for the day of the event.



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The role of Events and Communications Executive

- Complete marketing/promotional activities for events and projects where it is necessary to attract an audience or sell tickets. This includes:
 - Co-creating communication plans with colleagues;
 - Create contact lists;
 - Send direct e-mail/e-leaflets;
 - Create and distribute posters;
 - Marketing via partners.
- Responsibility for the events section of the Llenyddiaeth Cymru | Literature Wales website, which includes adding events to the website and researching appropriate content.
- Writing, editing and proofreading bilingual copy, including writing news stories, press releases, case studies, general project information and more.
- Update Writers' Groups information on the Llenyddiaeth Cymru | Literature Wales website.
- Support the maintenance of stakeholder data, including groups and communities, individuals who have booked / shown interest in Tŷ Newydd, organisations of interest and more.
- Maintain a calendar of national days and campaigns, share them with the whole team regularly, and plan marketing/communication activities around them.
- Contribute to weekly communications and marketing meetings, and occasionally more intensive meetings.
- Any other tasks, as reasonably required.

Reports to: Communications Lead

The role of Events and Communications Executive

Suitability for the role

We're looking for someone who has:

- Strong, sensitive and positive interpersonal and communication skills in **Welsh and English**, both written and spoken.
- 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 co-ordinating budgets and organising events.
- Experience of collaborating with external partners, nurturing and developing relationships.
- The ability to think creatively, solve problems, be organised and plan ahead.

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

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If you are interested in this role but are unsure whether you have sufficient experience, contact Alys Lewin, Operations Manager (alys@llynyddiaethcymru.org / 02920 472266) for an informal chat.

How to apply

1. Please read the above job description and suitability list carefully. Also, please read the Llenyddiaeth Cymru | 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 by Friday 22 May 2026, 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 Llenyddiaeth Cymru | 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 **the w/c 8 June 2026**. There will be three people on the interview panel representing the Llenyddiaeth Cymru | 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 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@literaturewales.org. We will contact all the candidates with the outcome of the interviews by 15 June 2026.

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