Llenyddiaeth Cymru
Literature Wales



JOB VACANCY

Tŷ Newydd Centre Manager

Full time (37 hours per week) permanent contract

To start from January 2027, ideally

Salary: £37,000 pro rata

Location: Tŷ Newydd Writing Centre, Llanystumdwy Gwynedd, LL52 0LW

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

Closing Date: Monday 7 December 2026, midday

Interviews: Monday 14 or Tuesday 15 December 2026 at Tŷ Newydd Writing Centre

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About the Role

Tŷ Newydd is Literature Wales' Head Office and a residential centre that welcomes groups of writers to take part in courses to develop their creative writing craft. The centre is a lively and bustling hub of activity throughout the year and is occasionally used for public events, school visits and as a private holiday space. It's a beautiful grade II* listed building, full of character and history.

The Tŷ Newydd Centre Manager is responsible for managing the venue on a day-to-day basis. The main responsibilities include ensuring a high-standard hospitality experience, managing health & safety, risk, venue finances and the excellent staff team. They work closely with other staff in the national organisation – for example the Comms team on marketing Tŷ Newydd courses, and the Finance manager on budgeting and forecasting. The Tŷ Newydd Centre Manager is line-managed by the organisation's Executive Director, and is also part of the Senior Leadership Team, contributing to our strategic planning.

This is an exciting and varied role that requires a positive attitude, organisation, preparation and an ability to problem solve at short notice to ensure that the centre's courses and activities are delivered smoothly. The Manager oversees the coordination of building maintenance and maintains close working relationships with local craftsmen to protect and improve the site. The role also includes working with the Executive Director to deliver essential conservation works to the centre following the recent capital grant award received from the Arts Council of Wales and Welsh Government.

The Manager will welcome guests from all over Wales and beyond to Tŷ Newydd, and **Welsh communication skills are essential for this role.**

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The role of Tŷ Newydd Centre Manager

Key areas of responsibility:

- Deliver Tŷ Newydd's programme of courses and retreats ensuring smooth teamwork required to provide an excellent experience for all the guests.
- Manage a programme of commercial hires balancing income generation with charitable impact.
- Ensure Tŷ Newydd operates within all relevant legislation and guidance for health & safety, including managing staff training and ensuring access needs are met.
- Take pride in our grade II* listed building, ensuring that it is safe, welcoming, environmentally-friendly and presentable for guests.
- Work alongside the Executive Director to develop and deliver a Works Plan based on our conservation management plan and maintenance needs.
- Manage the Tŷ Newydd Ops team: House Chef, Hospitality Co-Ordinator and Operations Executive.
- Manage budgets, including forecasting and reconciliation.
- Support the Communications Lead to deliver the marketing plan, and keep the website updated.
- Coordinate the office, including: managing resources and services, responding to enquiries, maintaining the centre's calendar and booking systems, and organising social activities.
- Contribute to Llenyddiaeth Cymru | Literature Wales's Senior Leadership Team including; reporting on impact, targets and taking part in strategic discussions about the literature sector
- Any other tasks as reasonably required.

The role of Tŷ Newydd Centre Manager

Suitability for the role

We're looking for someone who has:

- Experience of hospitality management and/or business management.
- Experience of line management.
- Friendly and confident customer and hospitality skills, and the ability to solve problems.
- Understanding of building maintenance and managing facility services.
- In-depth knowledge of health and safety, and risk management processes.
- Awareness of how to maintain green and environmentally friendly standards within the centre's processes.
- Understanding of sales processes and the ability to work as part of a team to track and increase them.
- Good understanding of computer systems, including Excel, CRM systems or booking management systems.
- Good understanding of budgets, financial forecasts, financial reconciliation and invoicing.
- The ability and willingness to work unsociable hours, including on occasional weekends, bank holidays and evenings.
- Clear, sensitive and positive communication skills - written and spoken.
- Welsh-language communication skills and a positive attitude towards the language.

The role of Tŷ Newydd Centre Manager

Desirable skills:

- Experience of public speaking.
- Awareness of the Welsh literary scene.
- Awareness of Listed Buildings maintenance.
- Good understanding of marketing and audience segmentation.

Reporting to: Executive Director

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

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

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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 **Monday 7 December 2026, midday:**

   - 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 **Monday 14 or Tuesday 15 December 2026 at Tŷ Newydd Writing Centre.** 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 and provide candidates with a tour of the venue.

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 Monday 21 December 2026.

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

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