

## Deputy CEO Literature Works [Part time, one year fixed-term] Application pack

**Literature Works**  
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**Patrons:** Jonathan Dimbleby, Patrick Gale, Joanna Trollope

Thank you for your interest in the role of Deputy Chief Executive [p/t] at Literature Works. We are a registered charity and Arts Council England National Portfolio Organisation. We support creative writing and the development of writers and readers of all ages, from all walks of life in the South West of England. In a rapidly changing world we connect people, places and groups with the production and consumption of literature. We champion the power of poetry, story, writing and reading, working to safeguard and develop their role in our lives. We provide information, news and resources via our website and on social media.

We are delivering several major programmes of work, most notably partnership projects [National Memory Day](#), and [Writing Places](#), as well as developing new initiatives, notably in Exeter. Alongside such projects we continue to develop our core assets [The South West Writers Community](#), [Literature Works' Annual Fund](#) and a range of digital resources. We are continually developing our portfolio with new programmes and projects throughout the South West of England.

Literature Works, with the support of its Board of Trustees, is now looking to appoint a motivated, highly organised and creative Deputy to our Chief Executive. The role is offered at 0.6FTE on an initial one year fixed-term basis. The successful candidate would join a small team composed of full time CEO, full time Literature Development Officer, part-time Administrator and external accountancy services.

Further particulars of the role follow, including a detailed job description, a summary of terms and a person specification. The last three pages of this document make up the Application Form.

### How to apply

To arrange an informal and confidential discussion about the role or the application process if wished, please email in the first instance Chief Executive, Helen Chaloner at [ceo@literatureworks.org.uk](mailto:ceo@literatureworks.org.uk). All enquiries and applications will be treated in the strictest confidence.

To apply, please complete and return:

1. Covering letter on not more than two sides A4 that explains why you are applying for the position and how your experience and expertise fits the role
2. Up to date CV which explains any gaps in employment
3. A completed application details and reference form (the last two pages of this information pack).

Once you have completed your application documents as specified above, please email them for the attention of Helen Chaloner to: [ceo@literatureworks.org.uk](mailto:ceo@literatureworks.org.uk)

Applicants will be informed of the outcome of their application as soon as possible after the closing date. **The closing date for applications is Monday 4<sup>th</sup> March 2019 at 5pm, with interviews in Plymouth on Wednesday 13<sup>th</sup> March 2019.**



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**ARTS COUNCIL  
ENGLAND**

[www.literatureworks.org.uk](http://www.literatureworks.org.uk)

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## **Summary**

- This is a part-time, fixed term position for one year and subject to a three-month probationary period
- Reports to: CEO
- Salary: £18,000 per annum.
- Annual leave entitlement: 15 days per annum plus a pro rata (0.6) entitlement to public holidays
- This post will be based at the Literature Works' office at the University of Plymouth alongside a requirement to travel to meetings in Exeter and across SW. On successful completion of probationary period, some home working may be requested subject to charity policy.
- Working pattern: eight hours a day, three days a week, with hours to be confirmed in advance and communicated to all colleagues.
- Travel requirements: this role will include travel within the UK to attend meetings and events, with travel time beyond normal working hours where this is unavoidable. Travel expenses will be reimbursed.

Full terms will be as per the written statement of employment.

## Deputy CEO Literature Works [Part time, one year fixed-term] Job description

### Overview

To support the CEO with the practical delivery of major projects to ensure they achieve their stated outcomes; research and identify new funding streams and write funding applications as agreed by CEO; manage key partnership and funder relationships accordingly; deputise for the CEO as required; support audience development to optimise delivery of the charity's delivery against the Creative Case for Diversity; raise the charity's brand profile across work streams.

Specific duties and activities:

### Project Management

Take lead project management responsibility for delivery of current partnership projects:

- National Memory Day, in partnership with Poetry Archive and Alzheimer's Society
- Writing Places and the Greenway Literary Festival, in partnership with the National Trust
- Words that Burn in partnership with Amnesty International UK
- Writer in Residence partnerships with The Causley Trust

Ensure such projects meet their targets and outcomes, oversee evaluation, financial and funder reporting; undertake external liaison with partners; ensure such projects receive due brand recognition and profiling within the partnerships, paying attention to contractual agreement for joint PR and use of the Literature Works logo.

Undertake various other short-term projects as may be required from time to time and available resource permits.

### Fundraising

Research and identify funding streams in support of the charity's mission and objectives, using [www.trustfunding.org](http://www.trustfunding.org) as well as keeping abreast of any promoted opportunities for new partnerships and funding relationships. Draft funding applications for the CEO's approval as required. Write monitoring and final reports to funders as required.

### Finance

Manage restricted funds, setting and delivering project budgets that fall under this role's project management remit, ensuring timely and proper reporting to funders, CEO and accountants for inclusion in management accounts.

### Marketing, PR and social media

Drafting and delivering audience development plans for projects that are aligned with Literature Works' Business Plan and meet the Creative Case for Diversity as defined by Arts Council England and the charity's Equality and Diversity Plan. In consultation with the CEO and the Literature Development Officer, optimise ways to raise the public profile of our charity's work including attending external meetings as appropriate across our South West region, media planning and public relations.

Lead responsibility for charity PR: devising strategy, advising and guiding colleagues, developing the charity's media mailing list, advising on press campaigns and media releases. Close liaison with the Literature Development Officer who leads on digital promotion and social media.

### **Deputising**

Deputise for the CEO from time to time when required. Attending external meetings with principal stakeholders. Presenting and reporting to trustees at Board Meetings. Deputising and covering for the CEO in the case of absence for annual leave, sickness or other.

### **Core activity**

Assisting with the Literature Works Annual Fund and when required sitting on the assessment panel that agrees the grants against selected criteria. Main responsibility for press and media promotion of the Annual Fund and the grants, regionally and locally. Promoting the merits of joining Literature Works' South West Writers Community to writers, partners and other stakeholders. Provide content as applicable to [www.literatureworks.org.uk](http://www.literatureworks.org.uk) in support of its quality and reach.

### **General charity**

This is a key part time role within a small team. The job holder is expected to:

- support colleagues and volunteers to ensure excellent communications throughout the organisation and partner networks
- administer own work, files and records, attend and contribute to team meetings
- act at all times in accordance with Literature Works' policies and procedures, taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work
- undertake any other duties assigned by the CEO which might reasonably be deemed to be within the status of the job and appropriate to the post.

## **Person specification**

**Essential** requirements for an applicant to be considered are:

- Management experience within a small to medium-sized charitable organisation within the literature or a related arts sector
- Demonstrable success in managing multiple projects with a number of different partners or sponsors
- Public relations, press and media work: demonstrable skills, experience and networks gained within a comparable arts organisation or charity
- Experience of managing project budgets and reporting to funders
- Experience of raising funds from trusts, foundations and commercial sponsors
- Experience of drawing up marketing communications and audience development plans
- Engaging and influential communication skills – in person and in writing
- A commitment to equality and diversity
- First class ability with the MS Office 365 suite
- Flexibility over work place and willingness to travel to meetings across SW region.

**Desirable** requirements are:

- A good understanding of the UK literature and charity sectors, the challenges this sector faces and a commitment to making literature accessible and available to a wide audience.
- Experience of programming literature events and/or festivals
- Experience of working in partnership with public libraries and a good understanding of the role and purpose of the libraries sector
- Clean driving license

## Application form - Deputy CEO, Literature Works

Please complete sections 1-3 and return with your covering letter and CV

### SECTION 1: APPLICANT DETAILS

Name:

Address:

Contact numbers:

Email address:

Are you legally eligible for employment in the UK

How did you hear about this vacancy?

What is your notice period / earliest availability to take up a new position?

### SECTION 2: DECLARATION

If you are invited to interview, you will be required to sign this declaration on arrival to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent correspondence or conversation; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature:

Date:

### **SECTION 3:**

#### **REFERENCES**

Please provide details of three referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up. If you are shortlisted for first round interviews we would like to take up as many references as possible before interview.

<b>Name:</b>	<b>Relationship to you:</b>
Organisation:	Contact numbers:
Email address:	<input type="checkbox"/> contact at any point <input type="checkbox"/> contact on offer of first round interview <input type="checkbox"/> contact on offer of second round interview contact only on offer of employment

<b>Name:</b>	<b>Relationship to you:</b>
Organisation:	Contact numbers:
Email address:	<input type="checkbox"/> contact at any point <input type="checkbox"/> contact on offer of first round interview <input type="checkbox"/> contact on offer of second round interview contact only on offer of employment

<b>Name:</b>	<b>Relationship to you:</b>
Organisation:	Contact numbers:
Email address:	<input type="checkbox"/> contact at any point <input type="checkbox"/> contact on offer of first round interview <input type="checkbox"/> contact on offer of second round interview contact only on offer of employment