

Llenyddiaeth Cymru | Literature Wales Chair and Trustee Recruitment

Voluntary, initial 3 year service
Closing date: Wednesday 9 April 2025
Interviews: w/c 28 April 2025



A message from the Llenyddiaeth Cymru | Literature Wales Board of Trustees

Are you passionate about the arts and the transformative possibilities of literature? Are you committed to values of inclusion and fairness, and do you believe that culture in all its forms can bring about positive change to society? Do you have the knowledge and leadership skills to support good governance, develop strategy and inspire positive change? If so, we encourage you to consider applying to join the Llenyddiaeth Cymru | Literature Wales Board.

We are proud of the way in which Llenyddiaeth Cymru | Literature Wales has evolved over the years into an agile organisation that welcomes change. We ensure that our strategy evolves alongside the fast-paced sector within which we work, so that we can develop new opportunities for our writers and reflect the needs of our audiences. We are a sector facilitator working towards a transformation of Wales' literary scene by empowering writers and audiences through strategic and impactful partnerships.

As we look ahead to the future with confidence, we are mindful of the ongoing difficulties facing our sector and the deeper challenges of public funding for culture and the arts.

In the years to come we will need to be more creative, collaborative and more resilient than ever before, to mitigate against the challenges ahead.



Our Vision is a Wales
where literature
empowers,
improves, and
brightens lives.

After serving the maximum term on the Llenyddiaeth Cymru | Literature Wales Board our current Chair, the academic Cathryn Charnell-White, will retire in late 2025. We are therefore looking to appoint a visionary new Chair as well as up to three dynamic, committed, and creative new Trustees. [Our Trustees](#) all bring something unique to the organisation and are strong advocates for what we do. As Trustees we all take collective responsibility for running the charity, with specific additional responsibilities delegated to the Chair, and Deputy Chair.

As Chair or Trustee, you will work closely with the Executive, and Artistic Directors and actively shape the organisation's strategic direction; challenge, advise and guide the Senior Leadership Team; help to provide effective and constructive governance whilst remaining true to our mission and values.

Llenyddiaeth Cymru | Literature Wales' Management Board represents a broad sector and seeks to include a range of expertise, experiences, and voices. We actively encourage applications from young people and individuals who are underrepresented in the literature sector. If you are new or stepping into the role of Chair for the first time we will support you with appropriate training. We particularly welcome candidates who offer expertise in one or more of the following areas: **the Welsh language and Welsh culture and literature in all its forms, sustainability, fundraising and stakeholder engagement, disability and discrimination, property management and hospitality, law, charity governance and finance.**

We are looking for a strong leader, and advocates who share the vision and values of the organisation and who will work with fellow Trustees and staff to enable creativity and ensure high standards of governance, transparency, and accessibility. If this sounds like you, consider applying today or get in touch for an informal conversation. Thank you for your interest in this role, and we look forward to hearing from you.

About us



Llenyddiaeth Cymru | Literature Wales is a registered charity (no. 1146560), dedicated to supporting writers. Whether they're children beginning to explore their love of words, someone with a story to tell but yet to embrace their identity as a writer, individuals writing regularly but seeking their next step, or laureates and award-winners showcasing Wales' literary talent on the global stage, we're here to help them grow and thrive.

We do this by [investing in creative writing courses, bursaries, mentoring and training opportunities](#). We help get [writers into schools](#) and on festival stages. We run workshops and [support literary events in the community](#) and celebrate writers who are at the top of their game through laureate schemes and the [Wales Book of the Year award](#).

There are historical and structural inequalities within the literature sector, and much of our work is focused on addressing these challenges. We strive to ensure that Wales' literary culture represents the rich diversity of experiences and identities that shape our nation and its people. We also believe in the transformative power of literature to drive positive societal change. Through our investment, we use literature and creativity to support well-being, and to inspire long-term change in how we engage with the natural world.

Our activities are delivered in various ways: directly by our team, collaboratively with partners, or facilitated and funded by us. Llenyddiaeth Cymru | Literature Wales is proudly supported by the Arts Council of Wales, alongside the generosity of trusts, foundations, individuals, and companies who make our programmes possible.

We work in Welsh, English and bilingually across Wales, with offices in Llanystumdwy and Cardiff. Learn more about our work at www.literaturewales.org

Representation & Equality:

Shape a sector that supports equal access for all by addressing historical and structural inequalities and platforming diverse voices.

Health & Well-being:

Support the well-being of individuals and communities, using the healing potential of literature to enhance services.

Climate Emergency:

Use creativity to educate, explore and challenge, increasing knowledge of the climate emergency and inspiring lasting change.

About the role of Chair and specific skills

As Chair you will have the potential to become an exceptional leader and provide vision and guidance for the organisation. You will inspire other Trustees, Directors and the wider team of staff to ensure that the organisation continues to lead and support the sector, to flourish and to develop further.

As Chair you will work closely with the Executive Director and the Artistic Director and be the figurehead for the organisation, and advocate for its mission and values. As the key spokesperson for the Board Trustees, you will act as its representative at external events and in the media.

Essential Skills:

- Experience of being a Trustee or contributing to a Board (or equivalent experience);
- Confidence to chair board meetings and to speak publicly;
- The ability to be impartial, think creatively and strategically;
- The ability to network and nurture relationships at all levels;
- Good understanding of budgets and strategic documents;
- An understanding of charities and publicly funded organisation's obligations and regulations.
- Leadership and line management experience;
- A positive attitude towards the Welsh-language and bilingualism.

Desirable Skills:

- Experience of Chairing a Board;
- The ability to communicate in Welsh;
- An understanding of the literary sector, and wider arts and culture sector in Wales and the UK; including funding structures and Welsh Government and Arts Council Wales priorities.

If you would like to apply for this role but are uncertain whether you have sufficient experience or would like to discuss flexibilities including sharing the role of Chair, please don't be discouraged and get in touch with us for an informal chat.

The Chair's key responsibilities/duties include*:

- Providing leadership to the Llenyddiaeth Cymru | Literature Wales Board, ensuring that the Board acts as an effective team and provides positive challenge to the Executive;
- Ensuring effective governance of the organisation, and that the wider Board and Executive fulfill their duties and responsibilities;
- Leading on recruitment of new Board members (with the Company Secretary's support), as needed;
- Being an ambassador for Llenyddiaeth Cymru | Literature Wales and the literary sector in Wales, championing our commitments to sustainable and fair work and shaping a sector that support equal access for all;
- Chairing up to four quarterly board meetings (usually the Deputy Chair will chair one quarterly board meeting a year) ensuring accurate records are kept, as well as chairing any additional sub-groups or extraordinary general meetings, as needed;
- Ensuring that the Board sets and regularly reviews the company's strategy, ensuring that the mission and values are at the core of strategy and activity development;
- With fellow Trustees, represent the organisation with key stakeholders and develop and nurture these relationships and networks;
- Managing, appraising and supporting the professional development of the Artistic Director and the Executive Director.
- Approximate time commitment for a Chair: 15-20 hours per month.
- **Please note**, the intention is to ensure there is a period transition for the appointee to work alongside the current Chair.

**The above list is not exhaustive. Please see Appendix 1 for further information about the role of Trustee.*

About the role of Trustee and specific skills

Llenyddiaeth Cymru | Literature Wales' Trustees have a responsibility for the strategic direction of the organisation and for ensuring that strategic priorities are consistent with stakeholder and funder requirements, and beneficial to society. Our Trustees embody [our values](#), are committed to equality and inclusion and have a positive attitude towards the Welsh language and bilingualism.

The Board of Trustees oversee the organisation's finances and governance and work closely with the Executive and colleagues across the organisation to ensure the organisation's objects are pursued as defined in its governing document.

Trustees will fully understand and comply with the [Charity Commission's six essential duties](#) and will commit to the seven Nolan principles of public life: **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

Key responsibilities/duties include*:

- Working with, and supporting the Executive and wider team of staff to ensure the Board discharges its legal and charitable responsibilities. This includes, complying with the organisation's governing documents, charity, and company law as well as all other relevant regulations and legislation.
- Make an effective contribution to the team dynamic of the Board, and providing positive challenge to the Executive.
- Support the Board and Executive by sharing skills, knowledge, and experience to help make effective and informed decisions.
- Support the Chair and Executive with maintaining relationships with funders. Annually review the organisation's policies and procedures and provide development advice according to expertise.
- Attend occasional training sessions (e.g. charity law and governance), task and finish groups/committees or creative planning sessions.
- Support the Senior Leadership Team by representing the company with external stakeholders to develop the organisation's networks and relationships.
- Attend **four** quarterly Management Board Meetings annually (2 on-line and 2 in-person) and contribute to stakeholder engagement and additional strategic work on a task and finish basis, as required.
- The opportunity to contribute to the Risk sub-committee (2/3 meetings a year.)

Approximate time commitment for Trustees: **approx. 10 hours per month.**

**The above list is not exhaustive. Please see Appendix 1 for further information about the role of Trustee.*

Other activities our Trustees have recently participated in:



In 2024 our programme of events at the Senedd continued, funded by **Welsh Government**. The programme raises the profile of poetry and spoken word at the home of Welsh democracy. Our Chair and Trustees joined us to network and nurture relationships with stakeholders, and to enjoy poetry and a discussion with poet **Grug Muse**, the current National Poet of Wales **Hanan Issa**, and Former National Poet of Wales, **Ifor ap Glyn**.



In July 2024 several of the Trustees attended the Wales Book of the Year Ceremony at **Galeri** Caernarfon. This celebration of the best writing from Wales provided an excellent opportunity to celebrate our writers and to engage with the wider literary sector, stakeholders and funders. The main winners were *Sut i Ddofi Coryn* by **Mari George** (Sebra), and *Sarn Helen* by **Tom Bullough** (Granta Books).



During 2023 & 2024 we welcomed [10 new Trustees](#). The recruitment process was led by the Chair and supported by the Trustees. This included actively engaging with and discussing the opportunity with potential new members, interviews and making recommendations to the wider Board. This has led to a more diverse membership of skills and lived experiences.



In November 2024, Llenyddiaeth Cymru | Literature Wales Trustees and the team of staff attended a residential stay at [Tŷ Newydd Writing Centre](#) to encourage engagement amongst the team and to take part in creative and strategic planning sessions. This was followed the 55th Board Meeting and the 2025 Annual General Meeting.

A message from the current Chair, Cathryn Charnell-White

"Gweld effaith eich cyfraniad ar y sefydliad a'r sector ehangach yw un o'r agweddau mwyaf cyffrous sy'n dod yn sgil rhannu eich amser a'ch arbenigedd â sefydliad celfyddydol fel Llenyddiaeth Cymru. Gallech, er enghraifft, gefnogi datblygu prosiect newydd ac eistedd ar baneli penodi ar gyfer rolau llysgenhadol Llenyddiaeth Cymru a'n rhaglenni datblygu awduron; neu gyfrannu at weithgarwch i gefnogi'r sector a chynnig cyngor ar bolisiau sefydliadol.

*A minnau'n Gadeirydd presennol Llenyddiaeth Cymru, rwy'n gweld dros of fi fy hun sut y mae eiriolaeth a mewnbwn strategol cydymddiriedolwyr (mewn meysydd fel rhwydweithiau proffesiynol, adnoddau dynol, rheoli risg, a chodi arian) yn sicrhau gwydnwch y sefydliad ac yn cadw ein ffocws ar ein hegwyddorion sylfaenol ym mhob agwedd ar ein gwaith: **cynrychiolaeth a chydraddoldeb, iechyd a lles, a'r argyfwng hinsawdd.***

Fel Ymddiriedolwr neu Gadeirydd newydd i Llenyddiaeth Cymru byddwch yn aelod o Fwrdd sy'n ymgysylltu ac yn cydweithio'n dda â'i gilydd ac yn mwynhau perthynas gadarnhaol gyda'r tîm ymroddedig yn Nhŷ Newydd a Chaerdydd. "

"One of the most rewarding aspects of sharing your time and expertise with an arts organisation like Llenyddiaeth Cymru | Literature Wales is having a visible impact on both the organisation and the wider sector. That might be through supporting the development of a new project or sitting or selection panel for Llenyddiaeth Cymru | Literature Wales' ambassadorial roles and writer development programmes; or through sector support and advising on organisational policies.

*As current Chair of Llenyddiaeth Cymru | Literature Wales, I see first hand how the advocacy and strategic input of fellow Trustees (in areas such as professional networks, human resources, risk management, and fundraising) ensures our resilience as an organisation and keeps us focused on our core values in all that we do: **representation and equality, health and wellbeing, and the climate emergency.***

As a new Trustee or Chair of Llenyddiaeth Cymru | Literature Wales you will be part of an engaged and collaborative Board that enjoys a positive relationship with the committed team base in Cardiff and Tŷ Newydd."

Recruitment Pledge

[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 can demonstrate expertise in one or more of the desired skillsets and who identify as under-represented within the literary sector. Our aim is to develop literature as an art form that is representative and accessible for everyone in Wales. We believe that we can best deliver that aim by creating a diverse workforce with varied lived experiences.

We especially encourage applications from individuals who identify with one or more of the following statements to apply:

- I come from a Black, Asian or Minority ethnic background.
- I am disabled or suffer from long-term illness (mental or physical).
- I come from a low-income background.

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. For more information, please see our [Equality, Inclusion, Diversity Plan](#).

At Llenyddiaeth Cymru | Literature Wales we work with writers, storytellers, and artists of all genres as well as creative practitioners, and we encourage individuals with those skills and experiences to apply for this role. However, we would like to be transparent about how this affects working with us in a wider capacity. Understandably, Charity Law restricts Trustees from benefiting from their charity, therefore during an individual's tenure they will not be eligible for any funding or opportunities that arise from Llenyddiaeth Cymru | Literature Wales activity.

If you would like to apply for this role but are uncertain whether you have sufficient experience, or how this may affect your career or other/alternative opportunities to work with Llenyddiaeth Cymru | Literature Wales, please contact us for an informal chat.

Reimbursement and accessibility

Charity Chairs and Trustees do not receive a salary, and the role is undertaken on a voluntary basis. However, Trustees may claim reasonable expenses when conducting the business of the charity.

Llenyddiaeth Cymru | Literature Wales is committed to the development of a diverse Management Board and addressing barriers to participation. We understand that taking on the role of Chair or Trustee is a significant commitment, and assistance may be provided to individuals by meeting childcare and other care costs and any other reasonable expenses incurred as part of their duties (with Board and Charity Commission approval).

Llenyddiaeth Cymru | Literature Wales believes that people should not be prevented from becoming a Trustee due to financial constraints. In exceptional circumstances, the Board of Llenyddiaeth Cymru | Literature Wales may consider compensating a Trustee for loss of earnings due to time spent conducting business for the organisation. Any such agreement would need to comply with the Trustees Remuneration Policy and would be subject to approval from the Charity Commission. If you are unsure whether you would be able to commit the time required to act as a Trustee for financial, or any other reasons, please get in touch to discuss any concerns you may have.

If you would like to access this application in another format, please let us know. We are dedicated to meeting access requirements; just let us know what you need.

Please contact us at post@literatewales.org or by calling 029 2047 2266.



How to apply

1. Please **read** the information in this recruitment pack and the appendix carefully, as well as [The Essential Trustee Guide](#). Also, please read the Llenyddiaeth Cymru | Literature Wales Strategic Plan [here](#).
2. Please **write an application letter** of no more than 1,000 words, **or create a video application** of no more than 5 minutes (both formats are acceptable and of equal value). Your letter/video should include your name, postal address, phone number and email address. Please let us know:
 - Why you are interested in the Trustee role
 - If relevant, explain how you may be under-represented within the literary sector
 - Details of your skills, knowledge, and experience and how they would be relevant to the work of Llenyddiaeth Cymru | Literature Wales
 - Details about three professional achievements and the reasons why you are proud of them;
 - Any other information relevant to this role.
3. Send the following to post@literaturewales.org by **9 April 2025**.
 - Your application letter or video;
 - Your CV (of no more than three A4 pages), including details of two referees
 - A completed Llenyddiaeth Cymru | Literature Wales Equality and Diversity Form (available [here](#).)

What happens next?

We will assess the applications and invite successful candidates to an **online interview on w/c 28 April 2025**. There will be three people on the interview panel representing the Llenyddiaeth Cymru | Literature Wales team - from the Board and Executive. 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, Company Secretary, 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 5 May 2025.