



Llenyddiaeth
Cymru
Literature
Wales



JOB
VACANCY

Creative Support

Permanent, part-time role (flexible hours, average of 22.5 hours per week)

To start as soon as possible

Salary: £24,500 pro rata

Location: We are a collaborative team that works across Wales, with offices in Llanystumdwy and Cardiff. We work in a hybrid fashion; attendance at one of the offices is occasionally required 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.

Closing Date: Monday 5 May 2025

Interviews*: Thursday 15 May 2025

*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 Creative Support

Are you looking to get your foot in the door of the literary sector? Have you previously faced barriers accessing the arts and culture? Are you passionate about literature and its potential to transform lives? Then this job may be for you!

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

The Creative Support will work closely with the Artistic Director and creative project managers, learning from their expertise as we work to ensure our programmes benefit the writers and communities we work with across Wales. You will support application processes and the delivery of flagship schemes, including our writer development programme, [Representing Wales](#) and [Writing Well](#), our programme supporting the development of literary facilitators.

This work will include devising surveys to gather feedback on our activities and making recommendations for improvements, liaising with writers and facilitators, administering applications and designing case studies to communicate the impact of our work.



The role of Creative Support

Key areas of delivery:

- Supporting the Creative Team to devise and deliver flagship schemes and community-based projects.
- Communicating with participants and liaising with writers, facilitators and artists.
- Administrating application processes, including logging and acknowledging applications.
- Devising and disseminating surveys (via Survey Monkey) to gather long-term feedback from participants, and creating reports and making recommendations for improvements to our processes and systems.
- Gathering and analysing data and creating case studies that demonstrate organisational impact.
- Preparing suitable information packs for individuals and groups taking part in our activity, including courses at [Tŷ Newydd Writing Centre](#).
- Supporting colleagues with hosting webinars.
- Supporting the Artistic Director and creative project managers at external meetings.
- Taking and disseminating notes at monthly Creative team meetings.
- Any other tasks, as required.

Reporting to: Creative Manager



The role of Creative Support

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.
- The ability to multitask and to prioritise responsibilities.
- The ability to think creatively, problem solve and be organised
- Clear, sensitive, and positive communication skills in English, both written and verbal.
- A positive attitude towards the Welsh language and bilingualism. The ability to speak Welsh is desirable for this role.
- Working knowledge and confidence using SurveyMonkey, Zoom and Microsoft Office suite (or similar).

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

If you are interested in this role but are unsure you have the right experience or are new to working in the arts or literary sector please get in touch with Alys Lewin, Operations Manager (alys@llynyddiaethcymru.org / 02920 472266) for an informal chat. This is an entry-level role and we provide on-the-job and external training to all our staff members to help them reach their potential.



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 around [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).

*Max. 2 pages of A4 or 5-minute video - both formats are acceptable and of equal value.

3. Send the following to post@literaturewales.org by **Monday 5 May 2025, 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](#)).



What will happen next?

We will assess the applications and invite successful candidates to a **digital interview on Thursday 15 May 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, 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@llynyddiaethcymru.org. We will contact the candidates with the outcome of their interview by 20 May.

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

