

MAKE YOUR MARK AT SPREAD THE WORD

Spread the Word (StW) is looking for a new Chair (or Co-Chair) to lead us through a significant period of change and development. Our new Chair will build on our successes, having the responsibility to deliver StW's strategy and provide leadership to the wider board. You will be an influential, supportive leader who builds confidence and consensus. Your responsibilities will include chairing and facilitating meetings, giving direction to policy, and representing StW at functions and meetings by acting as a spokesperson for the charity, all while bringing impartiality and objectivity to the role.

WHAT DO WE NEED?

We are looking to appoint a Chair who has the skills and ability to lead our Board in its work to champion StW, and take it to the next stage of its development. This is an exciting opportunity for someone looking to lead the Board of London's writer development agency, at a time of significant development and challenge for the sector. Of equal importance to us is finding a Chair who shares our mission of helping London's writers make their mark – on the page, the screen and in the world.

We are clear that to do this with vision and confidence we must have a greater diversity of voices, so we are particularly keen to hear from candidates from backgrounds currently under-represented in our leadership and governance (Black, Asian and Global Majority, LGBTQI, D/deaf or disabled candidates).

If you think you would enjoy the challenge of leading our Board and share our ambitions to create an inclusive, diverse, sustainable organisation, we would be delighted to hear from you.

THE ROLE SPECIFICATION – WHAT DO WE NEED YOU TO BE?

We are seeking a Chair who has:

- A strong understanding of – and commitment to – the core values of Spread the Word
- A commitment and passion for writing and writer development
- A desire to advocate for Spread the Word, enhancing and building our reputation and partnerships
- Commitment to diversity, equality and inclusion, and able to represent and amplify the voices of people currently underrepresented in our workforce, our audiences or our thinking

- Leadership experience, bringing influence, knowledge and credibility to the role. You can lead by example, convening our Board, Director, wider team and stakeholders to ensure all voices are heard, and provide leadership to the Director
- The ability to challenge, engage in robust dialogue and move forward strategic decision-making
- Curiosity beyond your expertise, able to respect and respond to a range of views and imagine the long-term
- Excellent listening skills, and can absorb what is being communicated
- An ability to think creatively and strategically.

THE ROLE OF THE BOARD

The current Board is a group of dedicated individuals with a wide range of skills and experience, from the creative, cultural, publishing and business sectors, who under the steer of outgoing Chair, Rishi Dastidar, volunteer their time to guide the organisation strategically. They meet quarterly in either Deptford or virtually, reading papers in advance and working with the Director on sub-committees or to prepare papers or proposals. These are voluntary positions, but reasonable out-of-pocket expenses are paid.

The role of the Board is:

- To be accountable for the strategic direction of StW
- To protect the financial stability of the organisation
- To ensure compliance with governance legislation and strive for best practice to safeguard the reputation and values of the StW
- To guide and test the decision-making of the executive leadership including:
 - Vision, mission, aims, objectives
 - Impact and legacies
 - Business planning including fundraising
 - Financial projections and accounts
 - Partnership development
 - Legal matters.

In addition the Board also:

- Contributes to fundraising both actively and in an advisory capacity
- Supports the Director and her team in developing and producing the best possible outcomes for our beneficiaries and stakeholders, particularly by contributing professional expertise, insight and connections to enhance those outcomes
- Contributing to the development of longer-term plans and projections, to better articulate our goals for the future while building a sustainable and thriving enterprise, more capable of projecting and therefore mitigating risk.

TIME COMMITMENT

We estimate the Chair will devote around 2 days a month to the role, plus 4 days a year chairing and preparing for Board meetings. The Chair must be UK-based and will be expected to physically attend a minimum of three out of four quarterly meetings. Meetings will last two hours, with the exception of one half or full-day Away Day annually. There will be additional 'special events', such as fundraisers or launches, which Board Members are invited to but not obliged to attend.

The post is for a minimum of three years (one term) and a maximum of six years (two terms).

EXPENSES

Spread the Word Trustees work on a voluntary basis. The role is not remunerated, but relevant travel and out of pocket expenses incurred for the role can be claimed.

CO-CHAIR

We will consider applications expressing an interest in the Chair role as Co-Chair, sharing the role with someone else. For this we will consider applications from those applying with a partner, or those applying who wish to be a Co-Chair but as yet do not have a Co-Chair partner. Please mention this in your statement when applying.

ABOUT SPREAD THE WORD

Spread the Word is London's writer development agency. We help London's writers make their mark – on the page, the screen and in the world.

We do this by kickstarting the careers of London's best new writers, and energetically campaigning to ensure that publishing truly reflects the diversity of the city. We support the creative and professional development of writing talent, by engaging those already interested in literature and those who will be, and by advocating on behalf of both.

We are committed, collaborative and adventurous.

INTERESTED?

If you are interested in applying for this role, please submit your CV or a short summary telling us what you might bring to the Board, what motivates you, why you think championing the values and aims of our organisation is an exciting prospect and any personal qualities, passions and ideas that you would bring as Chair of Spread the Word.

We welcome applicants who would consider being a co-Chair – please note this in your application.



Please write us a letter (no longer than one side of A4), a 4-minute video or voice memo – whatever you are comfortable with. If you have any other access requirements in order to apply, please contact Ruth@spreadtheword.org.uk

Please send your application to rishi@spreadtheword.org.uk by 5pm Friday 11th November 2022.

Interviews will be held on Friday 18 November and will be carried out virtually using online platforms.

We are also recruiting for new Trustees too. You can find information about these roles on our website: www.spreadtheword.org.uk

** Please note that trustees are not eligible to apply for grants, awards, placements or residencies organised by the Spread the Word during their term of office.

October 2022