

MAKE YOUR MARK AT SPREAD THE WORD

Spread the Word (StW) is looking for two passionate and ambitious Trustees to join our Board. We are looking for individuals who can sharpen our thinking and bring new and diverse experience to the table as we chart our way through a new era for StW.

WHAT DO WE NEED?

We are looking to appoint new Trustees who have the skills and ability to support our Board in its work to champion StW and take it to the next stage of its development. We have some specific needs based on current Board members' areas of expertise, but we are equally keen to hear from individuals who do not meet these specific criteria but believe they could contribute to our thinking and to our future success and resilience. Experience of governance at this level is not necessary, as we are committed to full and appropriate induction and training for all new Trustees.

In particular, we are seeking those with experience in one or more of the following areas although we welcome applicants with experience outside of these areas too:

- Finance
- Climate change and arts

This is an exciting opportunity for individuals looking to strengthen London's leading literature development agency, at a time of significant development and challenge for the sector. Of equal importance to us is finding trustees who share 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, and 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, deaf or disabled candidates).

If you think you would enjoy the challenge of helping us 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?

In these new appointments, we are seeking candidates who will have:

- A strong understanding of – and commitment to – the core values of Spread the Word
- A commitment and passion for writing and writer development

- Committed 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
- Able to challenge, engage in robust dialogue and move forward strategic decision-making
- Curious beyond your expertise, able to respect and respond to a range of views and imagine the long-term
- Good at listening to, or absorbing, 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 very wide range of skills and experience, from the creative, cultural, publishing and business sectors, who under the steer of outgoing Chair, Rishi Dastidar, are volunteering 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

In addition to four Board meetings, we estimate Trustees will devote around 4 days of time per year - depending on whether a sub-committee is joined. Any Trustee 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 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.

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 a Trustee of Spread the Word.

Please write us a letter (no longer than one side of A4), a 4-minute video or voice memo – whatever you are comfortable with. Or, 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 a new Chair of Trustees too. You can find information about this role 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