

**NEW
WRITING
SOUTH**

**PROGRAMME /
DEPUTY DIRECTOR
APPLICATION
PACK**





Thank you for your interest in the role of Programme/Deputy Director.

This is a dynamic and future-facing role for New Writing South. It is a key leadership role, co-developing the strategic direction of the organisation with the CEO, Lesley Wood, focused on seeking and creating new opportunities for writers.

This application pack contains:

- Job description
- Person Specification
- Equality and Diversity Form (link: <https://forms.gle/dGzV83XgNqJG4sRk9>)

To apply for the job, please supply

- A CV and Covering Letter explaining why you think you are suitable and what you would bring to the role. Your covering letter should refer to how you meet the requirements of the Person Specification. Please use relevant and specific examples to demonstrate this.
- Please include your most recent salary and your salary expectations within the band for this role. We are looking at a band of £38k - £40k depending on experience
- A completed Equality and Diversity Form (link: <https://forms.gle/dGzV83XgNqJG4sRk9>)

We are particularly keen to receive applications from people of colour, trans and disabled applicants, in recognition of the fact that these groups are currently underrepresented in the sector, and can guarantee an interview for all those who demonstrate how they meet the 'essential' criteria in the Person Specification below.

If you would like to submit your application form in another format or require this information pack in a different font or format, please contact liam@newwritingsouth.com to discuss a suitable alternative.

The closing date for applications is **midnight on 24th September 2023**.

If you would like an informal chat about the role up to 4.00pm on 21st September, please email lesley@newwritingsouth.com and we will get back to you to arrange a time to speak.

Please return your job application via email to: lesley@newwritingsouth.com

Shortlisted applicants only will be notified on 26th September 2023. Interviews will take place in the week beginning 2nd October 2023. Shortlisted applicants will be asked to complete a short task in advance of the interview.

If you have any access requirements for interviews, please tell us about these in a covering note with your application.

Due to the limited capacity of our small team, we are sorry we can't provide individual feedback to candidates who aren't shortlisted.

Your application will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to six months, after which the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with the organisation.

Thank you very much for your interest in working with New Writing South.

David Sheppeard
Chair of Trustees



ABOUT NEW WRITING SOUTH

New Writing South is a literature development agency based in South East England. We are a charity and an Arts Council England National Portfolio Organisation, funded to support and nurture new, emerging and established writers.

We are committed to developing the artistic and social impact of creative writing and finding our strength in diversity. Our courses, masterclasses and retreats, in person and online, help writers develop vital skills and build careers. Our participation projects are designed to inspire writers, readers and performers to find joy and community in sharing and hearing each other's stories.

NWS received an uplift in our NPO funding for 2023-26 to secure the future of The Coast is Queer literature festival, the UK's annual celebration of LGBTQ+ writing. Previously run with one-off project funding, the festival takes place at the Attenborough Centre for the Creative Arts every October in collaboration with Marlborough Productions and the Universities of Brighton and Sussex.

Partnership working is an essential part of our strategy to create opportunities for writers and deliver high quality projects. Our partners include arts organisations, libraries, venues, schools, colleges and museums.

NWS aims to provide an anti-oppressive environment for people from all backgrounds and does not discriminate based on race, national or ethnic background, sexual orientation, gender, age, religion, disability or social economic status. We acknowledge definitions of expression and inclusion will evolve and are committed to continually revisiting this statement of inclusion in collaboration with the communities we serve.

OUR CURRENT PRIORITIES

Over the next three years NWS is looking to strengthen our regional delivery strategy, extend our work with under-represented writers, and build the national/ international profile of The Coast is Queer, developing a coastal touring network for LGBTQ+ literature events.

BOARD OF TRUSTEES

Led by Chair **David Sheppard**, NWS has a diverse, talented Board of Trustees: **Anna Burt**, **Petal Felix**, **Abi Fellows**, **Ann Hayward**, **Anita Maccallum**, **Katy Massey**, **Akila Richards**, and **Vedrana Velickovic**.



PERMANENT STAFF TEAM

Chief Executive Officer (Part-time – 4 days per week): Lesley Wood

Drives the vision and direction of NWS and shapes future programme development, financial strategy and strategic partnerships of the organisation. Line manages the Programme/Deputy Director

Programme Manager (Part-time - 2 days/week): Sharon Duggal

Sharon has been managing NWS writer development and community participation programme for 4 years. She is leaving NWS to take up an RSL Fellowship and this role is now being upgraded to senior management level, incorporating the strategic responsibilities of Deputy Director.

Programme/Deputy Director (Part-time – 4 days/week)

This new role plans and delivers NWS's creative programme and also collaborates with the CEO to manage the strategic development and longer-term strategic partnerships of the organisation. Line manages the Digital and Marketing Manager and Programme Producer

Digital & Marketing Manager Part-time – 2.5 days/week) - Ed Cottrell

Devises and manages NWS Communications and Marketing Strategy, with a particular focus on audience development through digital platforms including company website(s) and social media. Oversees online course delivery and ticketing.

Programme Producer (Full time) – Liam Offord

Supports Creative Director and Digital & Marketing Manager to deliver and market NWS creative programme.

Finance Manager (Freelance) – Steve Poulton

Develops, manages and monitors efficient financial and accounting systems and maintains/updates the financial and accounting records of the company

Freelance tutors and regional producers support programme delivery beyond our base in Brighton, including **Eve Ainsworth** in Crawley and **Georgina Aboud** in Eastbourne.



CREATIVE DIRECTOR JOB PACK

Details

Job Title

Creative Director

Responsible to

CEO

Salary

£38,000 - £40,000 per annum pro rata (dependent on experience)

Location

We work in the office 2 days a week at BMECP Centre, 10A Fleet Street, Brighton BN1 4ZE. Other days are worked from home.

Hours of work

This is a part-time contract. 4 days, 32 hours per week, usually between 10.00 – 18.00 Monday – Friday. Some work outside these hours may be necessary, for which TOIL will be accrued.

Holiday

25 days annual leave pro rata. Up to five days must be taken over the Christmas/New Year closure period.

Probationary Period

This is a permanent role subject to a successful six-month probation review

Responsible for

Programme: Planning and overseeing the delivery of professional writer development programmes and participation projects, bringing new ideas and initiatives to enhance NWS existing activity programme, line managing staff roles and leading on safeguarding participants and freelance staff.

Strategy: Collaborating with CEO and Board on strategic decision making and developing the company's financial resilience, maintaining relationships with funders, exploring new income-generating opportunities and building innovative new partnerships.

This is a key leadership role supporting the company to navigate the changing cultural, economic, social and political landscape. The successful candidate will bring substantial experience at senior level in the cultural and/or literature sectors, with hands on experience in line management.

Line managing

Digital and Marketing Manager, Programme Producer, Freelance Staff and Tutors

ROLE DESCRIPTION

We are recruiting a Creative Director who will:

- co-develop, with the CEO, the strategic direction of the organisation
- lead and develop writer development activities, literature and heritage projects and events
- with the CEO, manage funder relationships, monitoring and reporting
- line manage
- identify and develop partnerships, regionally, nationally and internationally

PROFESSIONAL SPECIFICATION

Programme and Project Management and Operations

- Be an active collaborator with the CEO and Board in the ongoing development of the organisation's artistic strategy
- Organise and work with the staff team, partners and freelance tutors to plan, manage and evaluate a vibrant and diverse programme of professional development opportunities, projects and events that support and nurture writers
- Work with the Programme Producer (PP) to contract, manage and support freelancers to deliver these activities
- Liaise with the PP and oversee the practical arrangements needed to ensure the smooth and effective delivery of projects; brief and supervise freelance writers who are contracted to deliver educational and creative projects; ensure their work is of high standard and adheres to New Writing South's policies, procedures and ethics
- Work closely with the Digital & Marketing Manager (DMM) and PP to support marketing and publicity linked to programme and project delivery
- Work with the PP and CEO to create/maintain systems for monitoring and reporting quantitative and qualitative data to NWS's various funders

- Work with the PP to ensure safeguarding, risk management and health and safety practices are implemented for any activity on and off-site
- Build and maintain positive relationships with regional arts organisations, libraries, universities and other stakeholders, to partner on creative projects which meet New Writing South, partner and the writing community needs
- Explore potential for national and international partnerships
- Lead on relationships with formal networks including Brighton Cultural Alliance in Our City, Brighton Arts and Health Network and Creative Crawley
- Identify new writers from a diverse range of backgrounds for New Writing South's team of freelancers
- Take an overview of New Writing South's overall delivery to find opportunities to ensure projects work together coherently in meeting our mission, and provide accessible progression routes for emerging writers

Finance, Fundraising and Administration

- Attend quarterly Board meetings in conjunction with the CEO and report directly on NWS activities programme; participate in one annual Away Day
- Liaise with the CEO to fulfill funders' grant obligations, meeting aims, objectives, monitoring and evaluation requirements and report writing
- Create, manage and oversee programme and project finances, ensuring project budgets are within agreed expenditure limits in liaison with Programme Producer and freelance staff
- Work with the CEO to ensure financial record-keeping adheres to grant giving stipulations
- Work with the PP to ensure relevant and meaningful data is collected for all activities for evaluation and monitoring purposes, in order to inform the Board and funders, or for use in future planning, marketing and PR
- Monitor incoming invoices from freelance staff and tutors, and liaise with the Finance Manager to ensure they are paid in a timely manner

- Work with the CEO to support, or lead, fundraising for specific projects and contribute to fundraising efforts for the wider organisation
- Take an entrepreneurial approach to new opportunities, connections and income generation for NWS.

General duties

- Be responsible for the health and safety of your own work and the health and safety of others. This includes ensuring that all projects/activities/ events are conducted in a safe environment that promotes creativity
- Alongside other staff be responsible for ensuring that New Writing South's policies and procedures are adhered to and promote equal opportunities within the workplace by not acting in a prejudicial or discriminatory manner towards participants, volunteers, contracted staff and other colleagues, and counteract this behaviour if observed by challenging and reporting it
- Work effectively and efficiently as a team member and participate in regular supervision, the supervision of others, internal and external meetings as appropriate
- Undertake necessary administrative tasks in order to undertake a management role dealing with external communications in a timely manner, producing reports, taking a broad view and supporting efficient office management and systems
- Represent New Writing South at external meetings/events and advocate New Writing South's work and impact
- Identify own training and undertake as necessary to ensure that the post holder is competent and well equipped to achieve the role outlined above.

All duties must be carried out with due regard for confidentiality.

The above list of job duties is not exclusive or exhaustive and the post holder may be required to undertake additional tasks as may reasonably be expected within the scope of the role



PERSON SPECIFICATION

Essential

1. Experience of successful programme management, ideally in a literature, arts or community setting
2. An understanding of liaising with diverse and intersectional communities
3. A demonstrable commitment to social justice, LGBTQ+ and racial equity
4. Experience of monitoring and evaluative reporting to funders
5. Experience of contracting and managing freelance staff
6. Outstanding organisational and administration skills, including system development and proficiency in Microsoft Office software or equivalent
7. Experience in creating, maintaining and monitoring, and keeping within tight budgets
8. Strong verbal and written communication skills, including ability to adapt for different audiences

9. Experience of managing relationships with a variety of external organisations and stakeholders, including project delivery partners
10. Ability to think strategically and creatively, including the ability to identify new opportunities and follow up on them
11. Ability to manage a complex workload with a variety of priorities and deadlines across multiple projects
12. Understanding of and commitment to working within an equal opportunities framework
13. Ability to work some weekends and evenings.

Desirable

1. Strong knowledge of contemporary literature and publishing sectors, including the needs and experiences of writers from under-represented backgrounds
2. Lived experience of the communities we are seeking to engage
3. Experience of marketing and publicising events; confident using various social media platforms
4. Fundraising experience
5. Knowledge of the work of New Writing South
6. Understanding of Arts Council England's Let's Create 10-year strategy, outcomes and Investment Principles
7. Experience of line management
8. Literary skills as a writer, producer, tutor or similar
9. Good knowledge of health and safety and risk assessment