

Director (Maternity Cover, 6-9 month contract from mid-February 2020)

National Association of Writers in Education (NAWE)

The National Association of Writers in Education (NAWE) is looking for an exceptional candidate to lead the organisation for a period of 6 – 9 months while our current Director is on Maternity Leave. We are seeking someone with experience of working in the arts and/or educational sectors at a senior level and who is passionate about promoting the value of creative writing in community and educational settings.

The National Association of Writers in Education (NAWE) is an organisation supporting the development of creative writing of all genres and in all educational and community settings throughout the UK. It was founded by writers in 1987 and now has over 1400 members from across the UK and overseas.

We are hoping to recruit a strong leader who can work alongside our Board of Directors/Management Committee to lead on the delivery of our vision and strategy for NAWE while our current Director is on Maternity Leave.

The successful applicant will have an understanding of the challenges faced by emerging and established writers working in a range of educational and community settings and may themselves be a practising writer. They will be aware of current practice in arts education and in the teaching of creative writing in schools, universities and community settings. They will have proven practical ability, not only to develop strategy but to see it through to successful implementation. They will have excellent communication skills, be able to work with individual writers, universities and funders and with our many partners in the UK and overseas.

As NAWE has no office base (staff are based around the UK) the successful applicant will be required to work from a home-office.

Hours: 0.6 Part time, 22.5 hours per week

Salary: £42K pro rata

How to Apply:

Please send by email a **covering letter** outlining your suitability for the position and providing demonstrable evidence of your suitability in relation to the desired/essential qualities and experience, along with a **CV** (including the names and contact details of two referees) to: **Seraphima Kennedy, Director, NAWE. Email: s.kennedy@nawe.co.uk.**

Full job description and person specification is available [here](#).

Deadline for Applications is **5pm on Thursday 5 December 2019**.

Shortlisted applicants will be contacted by email/phone by **5pm on Friday 6 December 2019**.

Those shortlisted may be asked to prepare a short presentation and will be invited for interview **in Birmingham on Thursday 12 December 2019**. Please ensure you will be available for this date when applying.

NAWE promotes diversity in employment and welcomes applications from all sections of the community. Applicants must have the right to work and reside in the UK.