

## **Director (Maternity Cover) National Association of Writers in Education (NAWE)**

### **Job Description:**

<b>Job Title:</b>	<b>Director (Maternity Cover)</b>
<b>Job Terms:</b>	Temporary (6-9 months starting in mid-February 2020)
<b>Responsible To:</b>	Chair, Board of Directors/Management Committee
<b>Hours:</b>	0.6 Part time, 22.5 hours per week (hours are flexible including some evenings and weekends – time off in lieu will be given).
<b>Office Base:</b>	Home (UK only)
<b>Salary:</b>	£42K pro rata

### **Context:**

The National Association of Writers in Education (NAWE) is 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 to lead the organisation for a period of 6 – 9 months while our current Director is on Maternity Leave.

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 1600 members from across the UK and overseas.

Much of NAWE's work is concerned with the practice of teaching creative writing, although it also provides direct services to writers including two highly-regarded publications (*Writing in Education* and *Writing in Practice*), an annual conference, training courses, networking events, third party insurance and DBS checks. It has worked in collaboration with - and presented at the conferences of - similar organisations in the US (AWP), Australia (AWWP) and Europe (EACWP).

NAWE provides support for writers working at all educational levels; in Higher Education it is the subject association for creative writing. In recent years NAWE has been a partner in the Paper Nations project with Bath Spa University (funded by Arts Council England's strategic creative writing in schools fund) and has worked with Engage (the National Association of Gallery Education) and the Max Reinhardt Literacy Trust, developing creative writing practice in museums and galleries. NAWE is funded largely by individual and institutional membership fees and by some payments for project management and development work.

NAWE also produces the highly regarded The Writer's Compass E-bulletin.

### **Purpose of Post:**

We are seeking someone to continue to deliver NAWE's vision and strategy in 2020, working alongside our Board of Directors/Management Committee. The Director's role will include,

but not be limited to:

- Strategic Leadership – delivering/developing the plan for NAWE’s development in conjunction with the Board of Directors/Management Committee, including financial management and practical delivery.
- Fundraising – delivering/developing NAWE’s fundraising strategy and making appropriate fundraising applications.
- Management – day to day management to ensure effective delivery of NAWE’s core offer to its members, including:
  - Overseeing delivery of membership services.
  - Programming and presenting our annual Conference.
  - Managing our publications programme (including *Writing in Education* magazine, *Writing in Practice* magazine).
  - Managing our website and social media accounts.
  - Running/developing our Regional Networking events.
- Staff Management – day to day management of NAWE staff/contractors, currently an Information Manager, Publications Manager and contract with Mosaic events.
- Financial Management – day to day management of our bank account including preparing budgets and reports.
- Development – leading on our development and partnership work, including:
  - Our work with the MaxLiteracy Awards, with our funder The Max Reinhardt Charitable Trust and partner Engage (the National Association for Gallery Education).
  - Our relationship with Arts Council England.
  - Our presence at the European Association of Creative Writing Programmes conference and other overseas engagements.
  - Our Continuing Professional Development programme.
- Governance – including:
  - To service meetings of our Board of Directors/Management Committee and our Higher Education Committee.
  - To prepare/submit our annual accounts to Companies House.
  - To attend meetings of the Council for Subject Associations, The Common English Forum, and other umbrella groups of subject associations and learned

societies.

- Other work for NAWE that might reasonably arise.

**Person Specification:**

The successful applicant will be able to develop/deliver a vision and strategy for NAWE in partnership with our Board of Directors/Management Committee and lead its effective delivery. They will have experience of working in the arts and/or educational sectors at a senior level, preparing long-term budgets and negotiating with funders and partners.

They 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 practicing 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. They will be passionate about promoting the value of creative writing in community and educational settings and able to work flexibly to maximise the value of their time.

As NAWE has no office base (staff are based around the UK) the successful applicant will be required to work from a home-office. By agreement, certain day to day costs (telephone, stationery, printing, etc.) will be covered by NAWE.

We promote diversity in employment and welcome applications from all sections of the community. Applicants must have the right to work and reside in the UK.

**Essential/Desirable Qualities and Attributes in More Detail:**

**Knowledge:**

	Essential	Desirable
Knowledge of creative writing sector	✓	
Knowledge of community arts sector	✓	
Knowledge of higher education sector	✓	
Awareness of wider literary / arts sector		✓

**Work Skills:**

	Essential	Desirable
Able to lead on strategic development	✓	
Able to manage staff and contracts of service	✓	
Fundraising & sponsorship development	✓	
Financial management skills	✓	
Conference programming skills		✓

Able to manage a publication programme		✓
Able to support a management committee or similar		✓

#### General Skills/Attributes:

	Essential	Desirable
Confident communicator in writing, in person and online.	✓	
Strong organisational skills	✓	
Able to represent the organisation in the media and public, including presenting events and activities	✓	
Creative and able to work on their own initiative	✓	
Able to develop and support organisational systems		✓
Experience of organising conferences, training events, etc.		✓
Experience of marketing & social media management		✓

#### Experience:

	Essential	Desirable
Experience of leadership	✓	
Experience of working in arts and cultural sector	✓	
Experience of producing conferences and training events	✓	
Experience of working with writers	✓	
Experience of working as a freelance writer and/or holding a portfolio of roles related to writing.		✓
Experience of working and communicating with the media		✓
Experience of working with creative writing tutors		✓
Experience of wider literary / arts sector		✓

#### Education & Qualifications:

	Essential	Desirable
Educated to Degree Level or equivalent	✓	

#### How to Apply:

Please send by e-mail 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 your phone number and the names and contact details of two referees) to:

**Seraphima Kennedy, Director, NAWÉ**

**Email: [s.kennedy@nawe.co.uk](mailto:s.kennedy@nawe.co.uk)**

Please let us know if we can contact your referees in advance of interview.

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

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

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

We regret that in the event of a large volume of applications we may not be able to contact non-shortlisted applicants or offer individual feedback.

**NAWE, Tower House, Mill Lane, Off Askham Fields Lane, Askham Bryan, York, YO23 3FS**

[www.nawe.co.uk](http://www.nawe.co.uk)