

FREE WORD

DIRECTOR

Free Word is an international centre for literature, literacy and free expression. It aims to push boundaries to promote, protect and democratise the power of the written and spoken word for creative and free expression. It brings together organisations across literature, literacy and free expression to enhance their work and the profile of their sectors.

The Free Word Centre is a national resource, with strong links to associates and partners throughout the UK and internationally. The centre, in its landmark building in Farringdon Road, provides attractive office space and venues for public events, including a hall, a lecture theatre with screening facilities, meeting rooms and a cafe. Ten organisations are resident at Free Word: Apples & Snakes, ARTICLE 19, The Arvon Foundation, Booktrust, English PEN, Index on Censorship, The Reading Agency, The Literary Consultancy, Dalkey Archive Press and JNews. The first eight are Founder Members (FWFMs), part of the original consortium which helped evolve the concepts behind the Free Word Centre.

The Centre has been running since the summer of 2009, presenting a series of events produced by various collaborations of Free Word and its partners and a biennial FLOW festival; Free Word also engages with other initiatives such as the Global Translation Initiative (in partnership with English PEN and Dalkey Archive Press). Now that the Centre has become an established centre for literature, literacy and freedom of expression, the Trustees wish to expand its online presence, working with its partners to create original multimedia content as well as curating externally produced content, links and other online resources.

Free Word receives revenue funding from the Norwegian Foundation, Fritt Ord, and from Arts Council England which has recently shown its continuing support by offering an increased grant for a five-year period to 2017. Other funders for specific programmes include the Gulbenkian Foundation, and the British Council.

There is now an exciting opportunity to take Free Word to the next stage of its development and to do this we are seeking a **DIRECTOR** with strong leadership, communication and creative thinking skills together with a passion for the vision of Free Word. Proven experience of managing people, partnerships and collaborations are essential as are competence with budgeting and financial management and an understanding of the opportunities offered by the digital world.

For further information about Free Word please see www.freewordonline.com

JOB DESCRIPTION

Under the strategic guidance of the Chair of the Board of Trustees and working closely with the FWFMs the Director will be responsible for the following areas of work::

1. Artistic

- To develop and lead a collaborative artistic programme, setting up and running a programme of activities and initiatives, both nationally and internationally
- To establish, develop and oversee delivery of a strong and effective web presence providing information and resources about Free Word as well as promoting, reflecting and amplifying the online and offline programme
- To provide creative solutions for strategic commissioning

2. Strategy

- To be responsible for the strategic development of the organisation, formulating policy documents, ensuring the delivery of the business plan and facilitating collaboration and networking between the residents, associates and the sector to support the organisation's mission

3. External communications

- To maintain and enhance the company's reputation within the relevant sectors and amongst the general public
- Develop and maintain high-level external relations, including major donors and political decision-makers
- To oversee and deliver PR, marketing and profile raising strategies for the organisation, liaising regularly with stakeholders to ensure that the organisation's vision and mission are understood and supported
- To ensure that Free Word acts as a resource, an enabler and an amplifier of the work of its residents and associates, both nationally and internationally

4. Fundraising

- To manage effective relationships with Free Word's two major funders, Fritt Ord Foundation and Arts Council England
- To develop and oversee the implementation of a fundraising strategy in order to maximise income from private and public sectors
- To liaise with the FWFMs regarding any possible conflicts of interest whilst maintaining good relationships with existing funding bodies

5. Management/Financial

- To be responsible for staff management, recruitment and appraisals ensuring effective communication across the organisation
- To oversee financial management, to set and maintain annual budgets
- To ensure the delivery of regular management accounts

- To work with the General Manager to ensure that the organisation is compliant with relevant laws, regulations and current legislation and to ensure that all relevant policies are up-to-date and adhered to

6. Overseeing the running of the Free Word Centre

- To work with the General Manager to ensure the efficient running of the building operating in line with the agreed lease terms and conditions
- To liaise as necessary with the Landlord, the residents and associates, and the café owners

7. Governance

- To work with the Chair to ensure that Free Word’s Board is accountable, well informed and strategically supporting the organisation
- To report on organisational progress to the Board, to be accountable for organisational performance and to implement decisions made by the Board at its meetings
- To support the achievement of the Board’s individual and collective objectives
- To act as Company Secretary

PERSON SPECIFICATION

	Essential	Desirable
Ability to work strategically, delivering a vision for the organisation and developing and delivering a business plan	X	
Ability to develop and deliver an artistic programme, including the running of events	X	
Ability to work collaboratively with a range of partners	X	
Working knowledge of the literature, literacy, freedom of expression sectors		X
Ability to oversee online development	X	
Knowledge of financial management and reporting, including strong budgetary skills and financial analysis	X	
Outstanding communication and advocacy skills and the ability to engage with national and international audiences and media	X	
Experience of fundraising	X	
Ability to lead a team effectively	X	
Knowledge of governance and of working with a Board of Trustees	X	
Ability to prioritise and organise own workload	X	
Experience of working as a Company Secretary		X
Knowledge of necessary legislation and appropriate policies	X	

Experience of running a public building		X
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APPOINTMENT PROCESS AND HOW TO APPLY

Competitive salary and benefits package. Flexible working hours considered.

Applications should consist of a Curriculum Vitae (including comprehensive details of key achievements and responsibilities) along with a covering letter of application addressing the person specification, stating your salary expectations and providing two referees by email to chair@freewordonline.com. We will not contact your referees without your permission.

Closing date for applications Friday May 6th 2011. Interviews to be held in London on Monday May 23rd with second interviews to be held on Wednesday June 1st. The successful candidate will be expected to take up the post as soon as it is reasonably practical.