

**Manchester
City of Literature**

Could you be the next Manchester City of Literature...

CHAIR OF THE BOARD

Trustee Application Pack
August 2024

THE ROLE: CHAIR
SALARY: VOLUNTARY
COMMITMENT: 4 MEETINGS PER YEAR
TERM: THREE YEARS
REPORTING TO: BOARD

ABOUT US

Manchester City Of Literature was designated a UNESCO Creative City in 2017, and is now an independent and not-for-profit organisation that manages the UNESCO designation on behalf of a partnership of 40+ literary organisations led by Manchester City Council, The University of Manchester and Manchester Metropolitan University.

Manchester City of Literature is an active charity that aims to ensure that literature, diverse voices and languages across Manchester are celebrated through the promotion of creative expression.

Inequality of opportunity is one of the biggest challenges facing us. Manchester City of Literature is dedicated to breaking down the barriers to equality and to literary opportunities throughout Manchester, while promoting the excellence and talent of our great city at all levels, in schools, community and social settings to expert and specialists' networks.

After four successful years as a charity, we are now seeking a new Chair who can lead the organisation through its next stage of development. The Chair will ensure that Manchester City of Literature is able to deliver its mission in accordance with its constitutional, legal, and financial obligations and that the organisation truly represents the rich diversity of Manchester's voices in both its governance and its actions. As with all charities, this is an unpaid, voluntary role with reasonable expenses reimbursed.





ABOUT THE ROLE

The role of the Chair of the Board of Trustees is to:

- Be a dynamic, confident spokesperson for Manchester City of Literature, representing the organisation on a local, national and international stage;
- Lead the Board of Trustees and ensuring its effectiveness;
- Chair and facilitate Board meetings;
- Oversee the running of any Board Sub-Committees, ensuring accountability and proper reporting to the full Board;
- Support and manage the work of the Executive Director;
- Give strategic direction to policy making and organisational development;
- Monitor and ensure that decisions taken by the Board are implemented;
- Bring impartiality and objectivity to decision making;
- Address any conflicts of interest among Board members;
- Work with the Executive Office to recruit new Trustees to the Board as needed;
- Ensure that all Board members have the appropriate training, development and information relating to their role;
- Support the Executive team in the identification of partners, funders and stakeholders.

Manchester City of Literature

Who We Are Looking For

We are looking for someone with a strategic and ambitious approach to leadership and governance. You do not have to have been a Chair previously however you will understand the principles of not-for-profit governance and leadership. We are particularly keen to attract applications from those with characteristics under-represented in arts governance. We want someone who believes in the power of reading and writing to change lives, who wants to ensure that the literary ecology in Manchester continues to grow and will be a passionate advocate for all our work including building international connections. You will have experience and knowledge in setting strategy, growing resources for cultural organisations and of leading diverse teams.

Person Specification

- An understanding of the principles of working with a Board of Trustees and operating within a not-for-profit organisation;
- A proven record of setting strategy and policy within a not-for-profit organisation;
- Experience of raising funds from philanthropic and/or commercial sources;
- Experience of ensuring sound financial management;
- Excellent communication skills with the ability to engage with a wide range of stakeholders, and the ability to build empathy, promote diversity and embrace complexity;
- A proven record of promoting diversity and inclusion;
- An understanding of working interculturally and building international partnerships;
- A commitment to our Vision and Values.



Manchester City of Literature

Time commitment

You will be required to chair four Board meetings, each lasting about two hours, per year and held online, including overseeing the preparation of the agenda and Board papers by the Executive team. You will be required to set regular meetings with the Executive Director between Board meetings. You will need to be available for other Trustees. You will be asked to represent the organisation at events and meetings locally and potentially nationally.

Expenses

This is a voluntary role, without a salary, but reasonable expenses incurred in relation to the role may be claimed back from Manchester City of Literature. These include: travel, accommodation, child care, postage and phone calls.

Length of appointment

Trustees on the Manchester City of Literature Board will be appointed for a term of three years, with a possible extension for another three years.

Eligibility

Candidates need to be at least 16 years of age.

To ensure the organisation is truly independent, candidates must not:

- be a current employee or elected member of Manchester City Council;
- be a current student or paid employee of the University of Manchester or Manchester Metropolitan University;

Candidates must be legally eligible to become a Charity Trustee and Company Director. [More information on legal eligibility can be found here.](#)



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APPLICATIONS OPEN: 14TH AUGUST 2024
CLOSING DATE: 14TH OCTOBER 2024 AT 4PM
INTERVIEWS: TBC

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TO APPLY PLEASE SEND US:

- **Your CV** including the names and contact details of two referees;
- **A letter** (no more than four sides of A4) telling us:
 - Why you would like to be considered for this role
 - How you demonstrate some or all of our core values and
 - What attributes, skills and strengths would you bring to the role
- **Our equal opportunities monitoring form** (voluntary)

Please send written applications or videos as attachments to chair@manchestercityofliterature.com by 14th October 2024.

PLEASE NOTE:

Expenses will be paid for travel in the event of being called to interview.

Applicants may be required to undergo a DBS check.

If the role holder has a disability every effort will be made to supply aids, adaptations, equipment and support to allow them to carry out the role.

Manchester City Of Literature is committed to promoting equal opportunities and to ensuring the organisation is representative of the people of Manchester. We encourage applications regardless of age, disability, gender, race, religion or belief and sexual orientation. We positively encourage applications from communities or groups under-represented in the governance of cultural organisations.

OUR VISION

Our vision is for Manchester to be a pioneering city where reading and writing help build a fairer society. We want Trustees who can lead the realisation of this vision and demonstrate and promote the City of Literature's core values, which are:

- Openness - we listen to different voices and new ideas
- Community – we draw on shared heritage, interests and experiences to cultivate a sense of belonging
- Care – we make sustainable and ethical choices
- Courage– we encourage experimentation and are not afraid to take risks
- Justice – we use all our work to build community, collaboration and promote social change