

Trustee Recruitment Pack



United Nations
Educational, Scientific and
Cultural Organization

Exeter
City of
Literature

Designated
UNESCO Creative City
in 2019

Exeter
City of
Literature

Made of
our stories

www.exetercityofliterature.com

@exetercityoflit



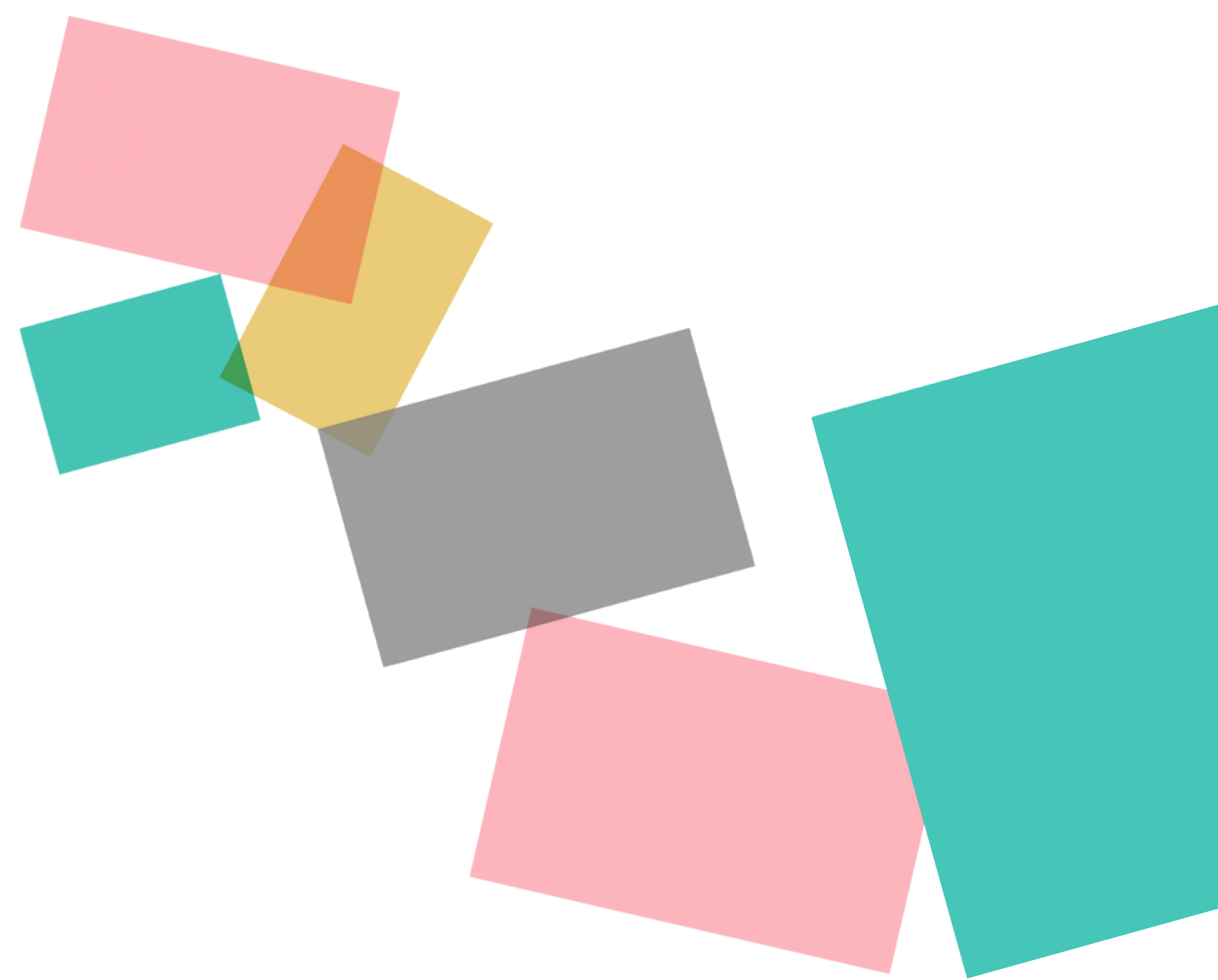
Exeter City of Literature is growing and we need you

We are seeking to appoint Trustees who have the skills and passion to support us in taking our dynamic City of Literature organisation to the next stage of its development.

Exeter was designated a UNESCO City of Literature in 2019. Under the leadership of Executive Director, Anna Cohn Orchard, and with the support of an Advisory Group and a small staff, Exeter City of Literature became a charity in late 2021.

We have a new mission, vision, and aims that we want your help in executing as a Board member. This is an exciting opportunity for individuals looking to contribute to the cultural ecology in a UNESCO Creative City at a time of significant growth for the Exeter UNESCO City of Literature office. We seek Trustees who can bring new perspectives and diverse lived experience to our team, and who share our vision for everyone to love stories and storytelling.

Exeter UNESCO City of Literature is an educational and cultural charity, supported and funded by Arts Council England, Exeter City Council, and Exeter College.



About Exeter City of Literature

***Our vision** is for everyone to love stories and storytelling.*

***Our mission** is to work with our local and global communities to celebrate the diverse stories within.*

Exeter was designated a UNESCO City of Literature in 2019, a prestigious designation that lasts in perpetuity.

Exeter was awarded this Creative City designation following a successful bid from Exeter City Council, the University of Exeter, Wellcome Centre for Cultures and Environments of Health, Literature Works, Libraries Unlimited, and other stakeholders across the region's literary, heritage, and cultural sectors.



Poetry & translation programme with Barcelona UNESCO City of Literature, the Devon & Exeter Institution, and Bookbag

Exeter was recognised for its historical assets, including The Exeter Book, a 10th-century collection of old English verse, itself recognised by UNESCO as one of the world's principle cultural artefacts. The designation also acknowledges the strong connections between literature and wellbeing that is prioritised in the region.

Anna Cohn Orchard was appointed Director in March 2021 and Exeter City of Literature became a charity in November 2021. Working with the Board of Trustees, a small staff, and the Partnership Network, we ensure the designation celebrates the diverse range of voices across Devon. We believe in the power of literature to enable us to better know ourselves and others and to imagine new possibilities for this world.

Devon's first Book Market, produced by ExCoL June 2021



*Bestselling author Shon Faye with the Exeter UNESCO City of Literature team
& Dr Katie Natanel, Exeter Decolonising Network*

The role: Trustees

In these new appointments, we are seeking candidates who will have:

- ➔ A strong understanding of, and commitment to, the values of Exeter City of Literature and UNESCO's Sustainable Development Goals
- ➔ A passion for increasing readership and increasing high-quality literary activities in Exeter and Devon
- ➔ Strong networks within various sectors/communities in Exeter or Devon
- ➔ Clear, strategic thinking
- ➔ Rational and empathy-driven judgement
- ➔ An ability to communicate proactively and think creatively



We have identified key areas that Exeter City of Literature wishes to strengthen on its Board, including **finance or accounting, fundraising, governance, and writing or the arts.** We would particularly welcome applications from people with expertise in these areas.

We warmly welcome applications from those who are new to Board work as well as individuals who have a proven track record in trustee roles.

We encourage applications regardless of disability, gender, race, religion, and sexual orientation.

Where needed, training and development will be provided to help new trustees settle into the role, particularly if this is your first appointment as a charity trustee.

Please note that Board members are not eligible to apply for grants, placements, or residencies organised by the UNESCO Creative Cities Network during their term of office.

Length of appointment

Trustees will be appointed for a term of three years.

You will be eligible for reappointment for a maximum of two more terms, subject to the agreement of the other Trustees.

Commitment

We are a new charity and organisation and as such we are going through a significant period of growth and development. Trustees give approximately 5 hours per month, with the Chair giving more.

Board meetings will be held quarterly and there will be additional sub-committee meetings and events. We also have one annual Away Day. Meetings are a mix of in-person and Zoom, depending on circumstances.

Expenses

This is a voluntary role without salary, but reasonable costs incurred in relation to the role may be claimed back from Exeter City of Literature.

There may be some travel to events and meetings outside of Exeter, including potentially international cities if required by partnership work across the UNESCO Creative Cities Network.



Anna, Executive Director, and Liv, Communities & Communications Associate

Eligibility

Candidates need to be at least 16 years of age and legally eligible to become a Charity Trustee and Company Director, i.e. you must not:

- ➔ Have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- ➔ Be declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- ➔ Have an individual voluntary arrangement (IVA) to pay off debts with creditors
- ➔ Have been disqualified as a Company Director
- ➔ Have previously been removed as a trustee by the Charity Commission or the High Court
- ➔ Be disqualified or barred from acting as a trustee of a charity under the Safeguarding Vulnerable Groups Act 2006.

Applicants may be required to undergo a DBS check.



UNESCO City of Literature delegates at the 2021 conference in Reykjavik

The Board

The role of the Board of Trustees is to:

- Provide strategic direction for Exeter UNESCO City of Literature
- Oversee the work of the Executive Office and ensure good governance of the charity
- Ensure that financial and other resources are well managed and used effectively
- Use their skills, knowledge, and contacts to help shape the development of the organisation
- Participate in sub-committees with members on specific areas of work or time-limited projects
- Demonstrate and uphold the organisation's vision and values
- Act as spokespeople for Exeter City of Literature and advocate for its work



Chair - Dee Rowett

Director of Teaching & Learning, Exeter College



Dr Amal Ghusain

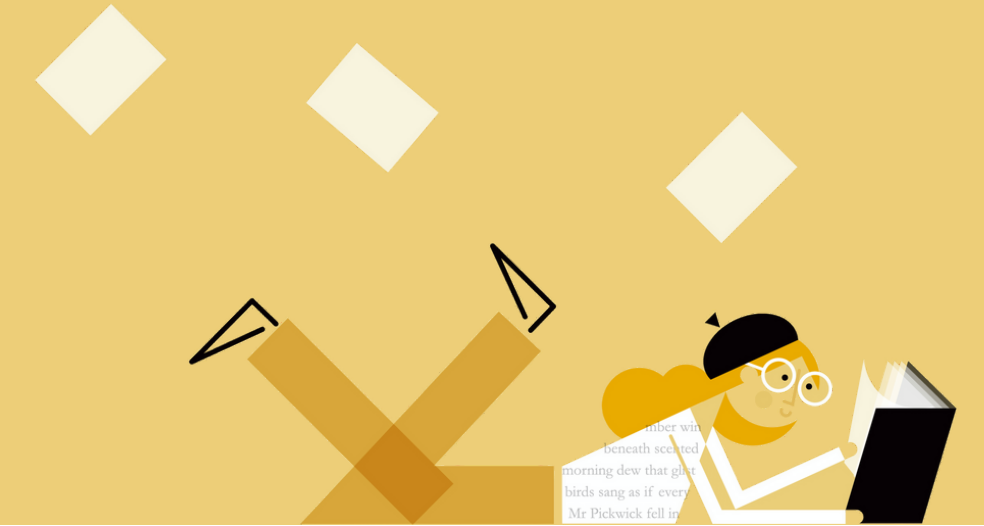
Exeter City Council, Communities & Culture '21



Malcolm Richards

UWE Senior Lecturer, Bookbag co-owner

Exeter City of Literature Values



City of Literature staff, Trustees, Partnership Network members, and collaborative partners will:

- ➔ Treat all individuals and groups with dignity, respect, fairness, and compassion so that we create an environment that is welcoming to all.
 - ➔ Strive for excellence in all that we do, pushing boundaries and reimagining realities wherever possible.
 - ➔ Champion a literary culture and the literary arts in and around Exeter, expecting the highest quality and innovative imagination in our programming, projects, and funding support.
 - ➔ Uphold values that oppose racism, sexism, classism, homophobia, transphobia, xenophobia, ableism, ageism, religious prejudice, and other covert and overt forms of discrimination and bias.
 - ➔ Recognise that words and actions matter and understand that the absence of words and actions also matter. Impact is as crucial as intent.
 - ➔ Appreciate that becoming truly inclusive and respectful is a continuous process and that we all act in imperfect ways sometimes. Remain self-aware of our own limitations and flaws, recognising when we are not at our best and communicating openly to resolve problems.
 - ➔ Ensure the experiences, values, and needs of under-represented, minority, and or oppressed groups are represented and increased in policy, programs, practices, sponsorship, and Advisory Group membership.
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Clare Morris & Shaday Barrowes-Bayewunmi performing their poems, commissioned by ExCoL



Interested?

This is a great opportunity to put your expertise, knowledge, and passion to use and play a vital role in the future of Exeter City of Literature.

Email board@exetercityofliterature.com with your CV and a statement (either a cover letter of up to two pages, or a short video/audio file) explaining why you would like to become a Trustee, including what skills and expertise you would bring to ExCoL, by 30th September 2022. Initial interviews will take place the week of 10th October 2022.

We will let everyone who applies know the outcome of their application and, if requested, offer feedback.

For an informal conversation with one of our current trustees and/or the Executive Director, please contact hello@exetercityofliterature.com and we will arrange a convenient time.

If you would like to receive any of these materials in an audio file or via BSL, please email hello@exetercityofliterature.com



Parent and children after their bibliotherapy session at Whipton Barton School

As a member of the UNESCO Creative Cities network we play a cultural and creative role on the international stage working closely with other Cities of Literature.

To find out more about Exeter City of Literature please visit www.exetercityofliterature.com

Exeter City of Literature is supported by:



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Exeter
City Council



Registered charity number: 1196686

Detailed guidance on the role of Trustees is available from the Charity Commission for England and Wales.

www.exetercityofliterature.com

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