

**Manchester
City of Literature**

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

TRUSTEE

Trustee Application Pack
April 2024

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

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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 is celebrated, 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.

Manchester City Of Literature is seeking Trustees to join the Board and to ensure the designation celebrates the diverse range of voices in Manchester and is truly owned by the city at large.





ABOUT THE ROLE

The role of a Trustee will be to:

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

Manchester City Of Literature will provide an induction for new Trustees, with extra support for anyone new to the role of Trustee.

Manchester City of Literature

Time commitment

You will be required to attend approximately four Board meetings, each lasting about two hours, per year and held online. Trustees will be required to be fully prepared for meetings which will entail reading written reports in advance of the meeting. Trustees may be asked to join working groups which could be an additional 2-3 meetings per year and may be asked to represent the organisation at various 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, subject to the agreement of the other Trustees and to retirement criteria being met.



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APPLICATIONS OPEN: 8TH APRIL 2024
CLOSING DATE: 17TH MAY 2024 AT 4PM
INTERVIEWS: TBC

*Job Application Pack
April 2024*

Manchester City of Literature

Who Can Apply?

Anyone who's passionate about wanting to make Manchester a place where reading and writing are valued, nurtured and shared.

Anyone who's passionate about uniting the voices of writers and all those involved in literary activities.

Anyone who wants to ensure that we reflect the city's rich diversity in our programmes, our governance and partnerships.

We are keen to find Trustees who can support our ambitious plans to build international connections, to connect more communities to reading and writing locally and to raise the profile of Manchester as a home for writing and reading nationally.

We are interested in Trustees who can ensure we have robust financial plans in place and can help raise funds and resources for the sector.

Governance experience is desirable but not essential, however the most important qualities we are seeking are a passion and commitment for our Vision and Values.

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.](#)



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 knowledge, experience and skills you would bring.
- **Our equal opportunities monitoring form** (voluntary)

Email both to our Chair, chair@manchestercityofliterature.com by the deadline.

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