

## Board Trustees Recruitment Pack 2026

“London Writer’s Centre is an incredible charity with a longstanding legacy for making literature accessible to all. As the Board expands and the organisation continues to spotlight inclusive storytelling this is a fantastic opportunity to join an active, involved group of Trustees.” Aimée Felone, Chair of Board

Thank you for your interest in joining London Writers Centre as a Trustee.

We are looking for four passionate and ambitious Trustees to join our board. We are looking for individuals who can sharpen our thinking and bring new and diverse experience to the table as we chart our way through a new era for London Writers Centre.

We have some specific needs based on current Board members’ areas of expertise, but we are equally keen to hear from individuals who do not meet these specific criteria but believe they could contribute to our thinking and to our future success and resilience. Experience of governance at this level is not necessary, as we are committed to full and appropriate induction and training for all new Trustees.

### **About London Writers Centre - opening doors to great storytelling**

Stories shape who we are, spark new conversations and expand how we think. When only certain voices get heard, we all lose out on perspectives that could deepen empathy, challenge assumptions, and offer new solutions to the problems we face. London is one of the world’s most diverse cities, but our literary landscape does not reflect that richness.

**Our vision:** A world in which literature is accessible to everyone

**Our mission:** To help underrepresented writers reach readers and work with communities to share stories

#### **Our values:**

- Kind – we nurture careers, connections and creativity for however long is needed
- Brave – we take creative risks and speak out for equity
- Open – we are excited by new ideas and working with people

We’ve spent three decades nurturing writers, championing unheard voices and making literature accessible to all. In just the past five years, we have:

- Reached an audience of 4+million people

- Engaged with just under 10,000 young people
- Paid 750+ artists to create work for or with us, over half \*57% of whom were Black, Asian and Global Majority
- Worked with 400+ cultural and community organisations
- Supported writers and creative practitioners with funding and grant applications, to the tune of over £1 million.

Founded as Spread the Word in 1995, the organisation is currently trading as London Writers Centre and is a charity registered in England (1088890), a company limited by guarantee (03541037) and an Arts Council England National Portfolio Organisation.

The charity is governed by a Board of Trustees, who are also directors for the purpose of company law. The Board operates under leadership from the Chair – Aimée Felone and works in partnership with the Director – Ruth Harrison.

For more information on our work and impact, please see [our website](#) and our [2024/25 Annual Accounts](#).

## **WHAT DO WE NEED?**

We are looking to appoint new Trustees who have the skills and ability to support our organisation in its work to champion London Writers Centre and take it to the next stage of its development.

In particular, we are seeking those with lived experience and/ or lived expertise in one or more of the following areas:

- Finance / Treasurer
- HR / charity operations
- Legal and Governance / Charity law
- Community engagement and/ or experience of managing or advocating for community-based youth work, ideally within the Lewisham area
- Writers, agents, publishers, literature activists who can challenge us specifically on talent development, on the opportunities we offer and our role within the wider literature sector
- Cultural or literacy education
- Climate change/ environmental justice/ sustainability
- Change leaders who bring experience and/or expertise in strategic and organisational change, who could bring specific challenge and guidance as

we embark on new ways of working and ensure our behaviours express our vision and our values

This is an exciting opportunity for individuals looking to strengthen London's leading literature development agency, at a time of significant development and challenge for the sector. An arts background is not a requirement. You may bring experience from another sector, or diverse lived experience. Of equal importance to us is finding trustees who share our mission.

We are clear that to do this with vision and confidence we must have a greater diversity of voices, and so we are particularly keen to hear from candidates from backgrounds currently underrepresented in the cultural sector: Black, Asian, Global Majority, LGBTQI, deaf or disabled candidates, working class and / or people on a low income).

If you think you would enjoy the challenge of helping us and share our ambitions to create an inclusive, diverse, sustainable organisation, we would be delighted to hear from you.

## **THE ROLE SPECIFICATION – WHAT DO WE NEED YOU TO BE?**

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

- A strong understanding of – and commitment to – the core values of London Writers Centre
- A commitment and passion for literature, writing development and engaging communities through stories
- Committed to diversity, equality and inclusion, and able to represent and amplify the voices of people currently underrepresented in our workforce, our audiences or our thinking
- Able to challenge, engage in robust dialogue and move forward strategic decision-making
- Curious beyond your expertise, able to respect and respond to a range of views and imagine the long-term
- Good at listening to, or absorbing, what is being communicated
- An ability to think creatively and strategically.

## **Expectations of the Role**

The Board of Trustees provides strategic leadership to ensure that London Writers Centre fulfils its charitable purpose, operates to best practice governance standards

and delivers meaningful impact in the work it undertakes. Charity Trustees have overall accountability for the control and management of the charity.

## Key responsibilities of Trustees:

- To be accountable for the strategic direction of London Writers Centre
- To protect the financial stability of the organisation
- To ensure compliance with governance legislation and strive for best practice to safeguard the reputation and values of the London Writers Centre
- To guide and test the decision-making of the executive leadership including:
  - Vision, mission, aims, objectives
  - Impact and legacies
  - Business planning including fundraising
  - Financial projections and accounts
  - Partnership development
  - Legal matters.

In addition, the Board also:

- Contributes to fundraising both actively and in an advisory capacity
- Supports the Director and her team in developing and producing the best possible outcomes for our beneficiaries and stakeholders, particularly by contributing professional expertise, insight and connections to enhance those outcomes
- Contributing to the development of longer-term plans and projections, to better articulate our goals for the future while building a sustainable and thriving enterprise, more capable of projecting and therefore mitigating risk.

If you are considering applying for the role of Treasurer of the Board, specific responsibilities include:

- Advising the Chair/ Board of its compliance with financial reporting requirements
- Advising the Board/ Director on best practise of financial recording and reporting
- Reviewing quarterly financial reporting prepared by the Finance Officer and Director
- Reviewing the end of year accounts prepared by our accountants, and ensuring that and other statutory financial returns are completed and filed by due dates
- Monitoring the implementation of our reserves policy

- Advising the Board on the appointment of the accountants and reviewing their fees
- Advising the Board/ Director on all finance procedures and systems, and how to make them more robust and efficient
- Advising the Board/ Director of any changes in financial legislation and regulations affecting London Writers Centre, in particular, the main requirements of company and charity law.

The current Board is a group of dedicated individuals with a range of skills and experience, from the creative, cultural, publishing and business sectors, who under the steer of Chair, Aimée Felone, are volunteering their time to guide the organisation strategically. They meet quarterly in either Deptford or virtually, reading papers in advance and working with the Director or to prepare papers or proposals. These are voluntary positions, but reasonable out-of-pocket expenses are paid.

## **TIME COMMITMENT**

In addition to four Board meetings (currently run online), we estimate Trustees will devote around 4 days of time per year. Any member must be UK-based. Meetings will last two hours, with the exception of one half or full-day Away Day annually. There will be additional 'special events', such as fundraisers or launches, which Board Members are invited but not obliged to attend.

## **SUPPORT FOR TRUSTEES**

Although unremunerated, this offers an exceptional opportunity to play a key role in ensuring London Writers Centre continues to make a difference to writers and communities.

Becoming a Trustee provides the opportunity for professional development and learning new skills along with other Board members.

Induction will be provided, including training in the duties and responsibilities of Trustees.

Annual Trustee one-to-one meetings are held to assess Board skills and training requirements to support the identification of additional development opportunities.

**INTERESTED?**

If you are interested in applying for this role, please submit your CV and a letter (no longer than one side of A4) which covers:

- What is your motivation for being a Trustee of London Writers Centre?
- What relevant skills, expertise, and experience can you contribute to the role?
- How do our vision and values resonate with your own personal values and goals?
- Interviews will take place online on Tuesday 14, Wednesday 15 and Thursday 16 April, please indicate which dates you would be available if invited to interview

If you have any access requirements in order to apply, please contact [ruth@londonwriterscentre.org.uk](mailto:ruth@londonwriterscentre.org.uk)

If you would like to discuss how your experience is transferable, or would like to have an informal conversation about being a Trustee with the Chair of Board before applying, please email [ruth@londonwriterscentre.org.uk](mailto:ruth@londonwriterscentre.org.uk) for this to be arranged.

**Please send your application to [ruth@londonwriterscentre.org.uk](mailto:ruth@londonwriterscentre.org.uk) by 12pm on Thursday 2 April 2026.**

Please also ensure you have **completed the Equal Opportunities Monitoring form** using this link: <https://forms.gle/C6Xw2MBMDX6XpJxX7>

We will be letting people know the outcome of their application w/c 6 April 2026.

February 2026