



Manchester  
Literature  
Festival

## TREASURER: RECRUITMENT PACK

**Manchester Literature Festival (MLF) is seeking a Treasurer to join the Board of Directors/Trustees and to help lead one of the North's most innovative literary festivals in its exciting next phase of development.**

### ABOUT MLF

MLF began trading in 2006 and was built on the legacy of its successful predecessor, Manchester Poetry Festival. Providing unique and imaginative opportunities for audiences to experience high quality live literature, the Festival takes place annually in October, and also presents a Spring programme and signature/special events outside the Festival period, as well as an ongoing Creative Learning programme.

A firm believer in the transformative power of words and stories, MLF showcases and commissions some of the most interesting voices in fiction, poetry, literature in translation, song writing, activism and culture. Featuring both established and emerging writers, the Festival provides a platform for women writers, LGBTQ+ writers, working class writers and Global Majority writers to reflect the rich diversity of Greater Manchester.

Due to the impact of the Covid-19 pandemic, we produced digital and hybrid iterations of MLF in 2020 and 2021, featuring high profile authors, poets, artists and activists from across the globe, including conversations with Tori Amos, Angela Davis, Bobby Gillespie, Nick Hornby, Kazuo Ishiguro, Rebecca Solnit, Elizabeth Strout and Kae Tempest. In 2022 we returned to a fully live format, presenting 40 special poetry showcases and unique in conversation events including Edward Enniful, the first Black editor-in-chief at British Vogue talking about his new memoir *A Visible Man* and the transformative effect he has had on the fashion world with award-winning author and fellow game-changer Bernardine Evaristo; King of Scottish crime fiction Ian Rankin in conversation with former Scottish Makar, Jackie Kay about his new Rebus novel *A Heart Full of Headstones* and Maggie O'Farrell discussing her stunning new novel *The Marriage Portrait* with fellow Women's Prize for Fiction winner Kamila Shamsie.



Previous MLF guests have included Booker Prize-winning novelists Margaret Atwood, Roddy Doyle, Bernardine Evaristo, Damon Galgut, Howard Jacobson, Marlon James, Ben Okri, Arundhati Roy, George Saunders and Douglas Stuart; Poets Laureate Simon Armitage, Carol Ann Duffy, Seamus Heaney and Jackie Kay; Children's Laureates Malorie Blackman, Lauren Child, Michael Morpurgo and Michael Rosen; musicians Viv Albertine, Brett Anderson, Guy Garvey, Johnny Marr, Neil Tennant and Tracey Thorn; actors Rob Delaney, Sheila Hancock and Ruth Jones; comedians Jo Brand, Susan Calman, Sarah Millican and Graham Norton; prominent activists, feminists and disruptors Patrice Cullors, Angela Davis, Reni Eddo-Lodge, Mona Eltahawy Dara McAnulty, George Monbiot and Gloria Steinem.



MLF events take place in venues across Manchester including Central Library, Royal Northern College of Music, Martin Harris Centre for Music & Drama, Manchester Museum, International Anthony Burgess Foundation and HOME.

We also nurture the next generation of readers, writers and creative practitioners through our year-round Creative Learning programme. We provide safe spaces for children and young people to develop confidence in their own identity and respect for each other, learn to express themselves, and experiment and take risks with their own creative development. Most of our Creative Learning activities are targeted at schools and communities in the most socially deprived districts of Greater Manchester.



Led by the MLF Chair, the Festival was central to the designation of Manchester as a UNESCO City of Literature in 2017, working in partnership with Manchester City Council, The University of Manchester, Manchester Metropolitan University and partners across the city's cultural sector.

Festival Patrons are Rachel Cooke (author and Observer critic), Carol Ann Duffy (former UK Poet Laureate), Jackie Kay (former Scottish Makar and Chancellor of Salford University), Dame Jenni Murray (broadcaster and former anchor of BBC Radio 4's Woman's Hour), Michael Schmidt (poet, founder and editorial director of Carcanet Press & PN Review), Kamila Shamsie (author and lecturer at the University of Manchester's Centre for New Writing) and Erica Wagner (author, editor and broadcaster).

MLF employs two Co-Directors, a Children and Young People's Programme Producer and a team drawn from a network of freelancers covering PR, marketing, social media, fundraising, volunteering, event and project management, and outreach delivery.

MLF is a Charity and a Company Limited by Guarantee. The Festival holds National Portfolio Organisation status with Arts Council England and is also supported by the Greater Manchester Combined Authority Culture Fund and Manchester City Council, with The University of Manchester as its Higher Education Partner. Other funds and support are secured from a range of partner organisations, businesses and trusts and foundations.



In 2019, MLF recruited a new Chair, Peter Mearns, and following skills audits in 2020 a new team of trustees were appointed to the board. Trustees and staff worked with an external consultant to develop a new 5 Year Strategic Plan in Spring 2021.

Current Board Members have a wide range of experience including in the arts and literature, publishing, education, finance, law, business, marketing and management. MLF is currently seeking to appoint someone with a financial background to join the board of Trustees in the role of Treasurer. In particular, we are looking for someone with the following qualities/experience:

- Knowledge and experience of current fundraising and finance practice relevant to small charities
- Knowledge of bookkeeping and financial management
- Good financial analysis skills.
- Ability to communicate clearly

## **THE ROLE AND RESPONSIBILITIES OF FESTIVAL TRUSTEES**

Trustees are expected to:

- Provide leadership and strategic direction for Manchester Literature Festival
- Ensure that financial and other resources are well-managed and used effectively
- Act as responsible employers to the Festival staff and support their ongoing training and development needs
- Ensure that the Festival meets all its legal obligations and maintains appropriate policies and procedures
- Use their skills, knowledge, experience and contacts to help support the development of the organisation and raise the profile of the Festival's work



- Participate in relevant working groups/sub-committees such as Fundraising or Audience Development groups
- Act as an ambassador and a 'public face' for the Festival, and advocate for its work
- Demonstrate a strong commitment to the arts, to equal opportunities and to championing the vision and ambition of MLF
- Commit appropriate time to the role, attending Board meetings, contributing to the work of the Board's sub-committees and representing MLF at events and meetings with key stakeholders
- Foster and promote a positive working environment
- Support the work of the organisation by attending MLF's events

## **THE ROLE AND RESPONSIBILITIES OF THE FESTIVAL TREASURER**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Liaise with the Festival Co-director, Business Development Lead and committee members to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Oversee regular reporting of MLF's financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Appraise the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with an independent examiner/auditor.

### **Board Meetings**

Board meetings are held every two months, typically starting at 5.30pm in central Manchester. We expect Trustees to be fully prepared for meetings which will entail reading written reports in advance.

### **Expenses**

Trustees are volunteers and are not financially remunerated, though reasonable expenses to enable attendance at meetings may be claimed back from MLF. These include travel, accommodation, postage, phone calls, childcare or care of other dependents while attending meetings.

### **Length of Service**

Trustees will serve a three-year term to be eligible for re-appointment for one additional term.

### **Equal Opportunities**

MLF is committed to promoting equal opportunities and inclusivity, and to ensuring the Board is representative of the people of Manchester. The Festival encourages applications regardless of age, disability, gender, race, religion or belief and sexual orientation and from communities or groups that are under-represented in the governance of cultural organisations.

If the role holder is disabled, every effort will be made to supply all necessary equipment or support to allow them to carry out the duties of the role.

## Eligibility

Candidates must be at least 16 years of age and be legally eligible to become a Board Member/Chair or Trustee of a charity. You must not:

- Have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- Be declared bankrupt or be subject to bankruptcy restrictions
- Have an individual voluntary arrangement (IVA) with a creditor
- Been removed or disqualified as a company director or charity trustee because of wrongdoing
- Be disqualified or barred from acting as a trustee under the Safeguarding Vulnerable Groups Act 2006

Please see further information here:

<https://www.gov.uk/guidance/charity-trustee-whats-involved#before-you-start---make-sure-you-are-eligible>

Applicants may be required to undergo a DBS check.

## HOW TO APPLY

To apply to become an MLF Treasurer, please send:

- A letter setting out your relevant experience and interest in the role of MLF Trustee
- A CV
- Completed Equality and Diversity Monitoring Form

Please make sure your letter and CV together are no more than 4 pages in length.

**Applications should be addressed to:** Cathy Bolton, and emailed to [director@manchesterliteraturefestival.co.uk](mailto:director@manchesterliteraturefestival.co.uk) by 5pm on **Friday 21 July 2023**

If you would like an informal conversation before applying, please contact Cathy Bolton (Festival Co-director) or the Festival Chair, Peter Mearns ( [peter.mearns@live.co.uk](mailto:peter.mearns@live.co.uk) ) to arrange a short discussion:

Once applications have been assessed, we will invite suitable candidates to an interview and arrange an informal opportunity for them to meet other Board Members and core staff.



## Further Reading

- The role of Board Members and Trustees - The Charity Commission:  
<https://www.gov.uk/topic/running-charity/trustee-role-board>

- The Essential Trustee - The Charity Commission: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

**Thank you for your interest in Manchester Literature Festival.**

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**Manchester Literature Festival**

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