

CULTUREWORD

Chief Executive

Job Description

➤ **Responsible to the Board of Directors**

Role Purpose

The Chief Executive is responsible for providing strategic leadership and operational oversight for Cultureword. Working in close partnership with the Board of Directors, the Chief Executive ensures the organisation's artistic, financial, and organisational sustainability, the effective delivery of its programmes, and the advancement of its mission rooted in creative writing, community engagement, and social justice.

The Chief Executive provides organisational leadership subject to the strategic direction, oversight, and approval of the Board.

Key Responsibilities

➤ **Strategic Leadership and Governance**

- In conjunction with the Board of Directors, devise, implement, and regularly review the organisation's strategic vision, business plan, and objectives
- Provide clear organisational leadership, ensuring staff and freelancers are supported to deliver agreed priorities within a collaborative and inclusive organisational culture
- Provide the Board with accurate, timely, and relevant information to support effective decision-making on policy, planning, risk, and budgeting
- Ensure compliance with all relevant legislation, regulatory requirements, and funder expectations

➤ **Financial Management and Fundraising**

- Ensure efficient, transparent, and solvent financial management of the organisation, including oversight of budgets, forecasting, and financial reporting
- Lead the identification and development of appropriate fundraising and sponsorship income streams to support existing and new work, including (but not limited to) Global Majority and LGBT+ research and development and social justice creative writing programme pathways
- Hold overall accountability for the management, servicing, and delivery of funding agreements, including monitoring, evaluation, and reporting to funders
- Act as an effective ambassador and advocate for Cultureword's creative writing programmes among funders, sponsors, partners, and stakeholders

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➤ **Artistic Programme Oversight and Accountability**

- Hold overall accountability for the successful delivery of the organisation's artistic programmes and objectives, including Arts Council England National Portfolio Organisation (NPO) activity and other funded programmes
- Where artistic programmes are led by other staff, provide strategic oversight, support, and challenge to ensure delivery against agreed outcomes, budgets, and quality standards
- Ensure the highest standards of artistic quality, relevance, and integrity across all activity
- Be a visible and persuasive advocate for creative writing and its social and cultural value

➤ **Community Engagement**

- Lead Cultureword's commitment to meaningful community engagement, ensuring the organisation builds and sustains trusted relationships with communities, participants, artists, and partners through inclusive, respectful, and collaborative practice

➤ **People Management, HR, and Wellbeing**

- Hold overall responsibility for staff and freelance management across the organisation, including direct line management and delegated line management arrangements
- Line-manage senior staff (including the New Writing Producer) and ensure effective supervision, appraisal, and professional development processes are in place for all staff and freelancers
- Appoint and line-manage freelance staff as required
- Ensure effective HR practices, including employment policies, conflict resolution, and pastoral and wellbeing support, fostering a safe, supportive, and inclusive working environment
- Support staff and freelancers involved in the development and delivery of new income streams

➤ **Operations and Ways of Working**

- Ensure the day-to-day operational wellbeing of the organisation, creating the conditions required for successful programme delivery
- Be present in the office a minimum of two days per week
- Participate in quarterly performance appraisals with the Board
- Share responsibility for general office duties as appropriate within a small organisation