

## **Recruitment pack**

Thank you for showing interest in joining the Wigtown Festival Company (WFC) Board as a Trustee.

Please see below a generic Trustee role description and relevant skills. We have also set out the key duties expected of a Trustee of a Charity which are laid out as shared and individual duties. You will also find it useful to look at the guidance notes for charity trustees published by the Office of the Scottish Charity Regulator ([www.OSCR.org.uk](http://www.OSCR.org.uk)).

### **Generic Trustee role description**

All new Trustees will be expected to:

- attend meetings, and to read and comment on papers in advance of meetings;
- attend committee meetings as appropriate;
- participate in other tasks as arising from time to time, such as interviewing new staff, helping with fundraising ;
- keep up to date about the activities of WFC and wider issues which affect its work.

### **Essential Skills**

New trustees must:

- be committed to WFC and its objectives;
- understand and accept the legal duties, responsibilities and liabilities of being a Trustee;
- willing to devote the necessary time and effort to their duties as a Trustee;
- have excellent interpersonal and communication skills;
- have good, independent judgment;
- be able to think creatively and strategically, and to contribute to the development of a clear strategic vision for WFC;
- be able to work effectively as a member of a team and actively contribute to meetings (including online).

### **As part of the Board of Trustees, you will contribute to:**

- setting and maintaining WFC's vision, mission and values;
- ensuring good governance so that WFC meets its charitable objectives and complies with relevant legislation;
- ensuring sound management and the financial stability of WFC;
- appointing WFC staff and monitoring their performance.

**Additionally, you will be expected to:**

- work collaboratively with other Trustees and staff to actively develop strategy, set policy, goals and targets, and evaluate performance against agreed targets;
- promote the values of WFC, and act as an ambassador for its work;
- represent WFC at meetings and functions as appropriate;
- abide by Equal Opportunities Policy;
- declare any conflict of interest while carrying out the duties of a WFC Trustee.

**How to apply?**

To apply, please send an up-to-date CV and a covering letter of no more than 500 words which sets out why you want to apply to WFC and how you meet the essential skills. The closing date for applications is 14 March 2022. Following the closing date, we will shortlist, and shortlisted applicants will be invited to interview. We will respond to all applicants.

## Appendix

### About Wigtown Festival Company

When Wigtown Festival Company (WFC) became a charity in 2007, its main activity was to deliver the annual Wigtown Book Festival. Since then the company has expanded its remit. Where WFC used to be a book festival that did some “outreach” work, today it has become *a year-round literature development organisation whose largest individual project is a book festival.*

WFC was born out of a community regeneration scheme. The ideal of working with our neighbours to deliver social and economic benefits for all remains embedded in our organisation’s thinking. Our plans reflect the socio-economic and demographic particulars of our region, from low incomes to a relatively elderly population. It is especially shaped by our remote rural location and issues of access-deprivation, isolation and poor cultural provision.

We have six mutually-supporting strategic aims that span all our activities and offer a clear framework for deciding future actions. These are:

- Create a more resilient organisation and literature sector in Dumfries & Galloway
- Develop new and diverse audiences for literature in our region
- Create more and better opportunities for young people to enjoy writing and storytelling
- Enable talented D&G-based writers to develop their skills and practice
- Develop Scotland’s Book Town as a national resource and destination for cultural tourism
- Deliver a diverse and connected Wigtown Book Festival

Together we aspire to make Dumfries & Galloway a better place to be a writer and a reader - and a place where literature changes lives.

## **Vision**

A community of books changes lives.

## **Mission**

We will develop the literary and cultural wealth of Scotland's National Book Town, Dumfries & Galloway and Scotland. Building on a diverse, outward-looking and acclaimed book festival, we will create an inclusive, year-round programme of activities that deliver social and economic benefits to the people of our region.

## **Values**

- We value literature and other art forms for their own sakes while seeking to maximise social and economic benefits they may bring.
- Our roots are in our local community and place: we will listen to and be responsive to those around us.
- The arts can transform young people's sense of what is possible: we will create opportunities for them to be involved as creators, organisers and audience.
- Volunteers are vital to our organisation: we will respect them and their skills and make volunteering as rewarding as possible.
- We respect the wealth of Dumfries & Galloway's creative talent and will seek creative partnerships with individuals and organisations.
- We recognise that diversity makes our work more interesting and our organisation stronger and fairer.

## **Charitable aims**

WFC's charitable objectives, registered with the Office of the Scottish Charity regulator, are:

“To promote and assist in the advancement of education and the arts, with particular emphasis on books and literature, but also including music, film, drama, dance and theatre. To extend and increase the appreciation, knowledge and understanding of the arts in all its manifestations through the provision of, and enhanced access to, an annual programme of events in this remote and economically disadvantaged rural part of south west Scotland.”