

**ENGLISH
PEN**

**FREEDOM
TO WRITE
FREEDOM
TO READ**





English PEN Trustee

English PEN is recruiting for two Trustees to support us in our mission to protect the freedom to write and the freedom to read around the world. We are the founding centre of PEN International, a worldwide writers' association with 147 centres in more than 100 countries. As a Trustee, you will contribute to the strategic objectives of English PEN, provide guidance, ensuring we meet our mission and goals.

We are now keen to add to the strengths of the existing Board with two Trustees who have the following skills and areas of interest:

Community Engagement – a writer who has experience of working in a community setting or with not-for-profit organisations.

Enterprise – a self-starter with commercial acumen, and a background in literature and/or publishing.



About English PEN

Protecting the freedom to write and read

English PEN is one of the world's oldest human rights organisations, championing the freedom to write and the freedom to read around the world. We are the founding centre of PEN International, a worldwide writers' association with 147 centres in more than 100 countries.

With the support of our members – a community of writers, readers and activists – we protect freedom of expression whenever it is under attack. We campaign for writers facing persecution around the world and offer respite residencies for 3-5 writers per year. We bring together outstanding writers, readers and translators for unforgettable conversations and we celebrate courageous writing with our annual literary prizes – the PEN Pinter Prize and the PEN Hessell-Tiltman Prize. We celebrate contemporary international writing through our online magazine, PEN Transmissions, and we award literary grants for translating new works into English.

English PEN is a charity, funded by Arts Council England, the membership fees that we receive, and a range of Trusts and Foundations.

Ruth Borthwick is Chair of the Board. The current list of Trustees can be found [here](#).



OUR VISION

English PEN celebrates the diversity of literature and envisions a world with free expression and equity of opportunity for all readers and writers.

OUR VALUES

English PEN's work is based on the following key values:

- Freedom of expression
- Mutual respect
- Inclusivity
- Diversity
- Accountability
- Transparency
- Equality
- Collaboration

OUR MISSION

English PEN works to achieve our vision by:

- Hosting events and prizes to champion international literature, highlight the diversity of writing, and celebrate literary courage.
- Supporting writers at risk and campaigning for freedom of expression nationally and internationally.
- Supporting literature in translation to English and developing opportunities for publishers, translators, and translated voices to encourage diversity in the literary landscape.
- Amplifying the voices of writers, readers, and our membership nationwide.

All of our work is underpinned by the [PEN Charter](#), the [Universal Declaration of Human Rights](#) and the [UNESCO 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions](#)



We are specifically interested in recruiting Trustees with the following skills and areas of interest:

Community Engagement – a writer who has experience of working in a community setting or with not-for-profit organisations.

Enterprise – a self-starter with commercial acumen, and a background in literature and/or publishing.

Trustee Responsibilities:

- Attendance at quarterly Board meetings and a commitment to join relevant working groups as appropriate (Board meetings are in-person and occasionally hybrid)
- Determining the overall direction and development of English PEN through good governance and clear strategic planning
- Ensuring that English PEN and its representatives act in accordance with the legal and regulatory framework of the sector and English PEN's governing document, continually striving for best practice in governance
- Ensuring the financial stability of the organisation and the proper investment of funds through individual donations and any public grants
- Using specific skills, knowledge and experience to help the Board of Trustees reach sound decisions
- Acting as an advocate, promoting and developing English PEN in order for it to succeed
- Supporting the Director and staff to raise funds to enable the organisation to meet its charitable objectives
- Ensuring the effective and efficient administration of English PEN and its resources, striving for best practice in good governance
- Establishing, reviewing and approving policies guiding English PEN, including Environmental Policy, Ethical Fundraising Policy and Equality and Diversity Policy and HR Policy



Becoming a Trustee:

We welcome applications from those with and without previous Trustee experience. If you are new to governance positions and interested in this role, we are happy to provide training to ensure you feel confident and fully briefed in the responsibilities of UK charity Trustees.

This is a voluntary position. You may be based anywhere in the UK (travel expenses will be reimbursed), but you must have the right to work in the UK. The following Eligibility guidelines are based on current Charities Commission requirements.

Upon being offered the position, the selected candidates will need to sign a Directors' Consent form which confirms their eligibility to become a Trustee.

Eligibility:

You must not act as a Trustee if you are disqualified under the Charities Act. Including if you:

- Have an unspent conviction for an offence involving dishonesty or deception (such as fraud).
- Are bankrupt or have entered into a formal arrangement (e.g., an individual voluntary arrangement) with a creditor.
- Have been removed as a company director or charity Trustee because of wrongdoing.

Terms of Appointment:

Trustees are appointed to a 4-year term of office, and there is the possibility of serving for a further 4-year term. You will be expected to attend four Board meetings a year, with the potential for further working group meetings, training and events as appropriate. Whilst the role is unpaid, pre-agreed travel and other reasonable expenses will be covered by English PEN.

How to Apply:

Please send a CV and a short covering note explaining which role you are interested in and why you would like to become a Trustee of English PEN (no more than one side of A4), and complete an Equality Monitoring Form.

For a confidential discussion about the role, please contact Ruth Borthwick (Chair) at recruitment@englishpen.org.

Deadline: 23 October 2023, 12pm