



## We're hiring a new Co-Director

Scottish BAME Writers Network (SBWN)

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[www.scottishbamewritersnetwork.org](http://www.scottishbamewritersnetwork.org)

Scottish BAME Writers Network is looking to hire a new co-director for our non-profit organisation. This position will specifically assist with programming duties for our remaining major events/projects in 2020: Black History Month, our professional development conference, and a new pamphlet publication. The co-director will also assist with funding applications, among other responsibilities. This is primarily a remote role for anyone based in Scotland, with attendance at venue-based events (after lockdown is fully eased).

Given the specific duties of this role, we will be looking for candidates that can speak to BIPOC experiences. **We are particularly looking for applicants from the Black community/African diaspora as we have designed this role to address systemic barriers and gaps within our own network and within the wider literary sector.** Please be mindful, and carefully consider whether you are the best candidate for this job posting. We will be interviewing all qualifying applicants after a shortlisting process.

We are also hiring new part-time admin staff for a start date of September at fewer hours per month. This posting will be available in the next few weeks. You are welcome to apply to both positions.

### Financial details

The successful candidate will be hired for 30 hours per month at a rate of £15PH. We have no set Rota; these hours can be worked at your convenience within reason. The contract is for 5 months (Aug - Dec) with renewal for the 2021 year (pending funding).

Please note that at present we have a small staff and, therefore, work as a committee. The co-director will have a leadership role, but generally our committee works closely, and makes decisions, together.

### Job Description

All our part-time staff assists with the following:

- Admin, including adding tasks to our project management tool and responding to our inbox
- Corresponding with our partners and maintaining partnerships through meetings and calls
- Looking over submissions for our opportunities and programming, and making selections
- Participation in the SBWN Committee WhatsApp group and monthly meetings
- Staff is welcome, but not required, to contribute to the SBWN website and blog

The responsibilities for role as co-director:

- Taking the lead on the four projects outlined above (with your co-director); this includes mapping out event requirements and assigning tasks to other staff members
- Contributing new, innovative, and exciting ideas for future short-term and long-term plans for the network
- Ensuring we are within our budget, and revising the budget according to new needs; this includes allocating our contingency when required
- Answering fellow staff member's inquiries or questions, and working together to find solutions
- Taking turns with fellow staff to act as event hosts, whether online or in person, and correspond with guest bloggers/edit blog posts

### **The Successful Applicant**

Leadership or event programming experience is an asset. However, our founders and current director learned through hands-on experience. We know how difficult it is to get experience in leadership roles in the creative sector. If you are passionate about this work and willing to learn, think you either have, or can acquire the below skills with our help, and you can see yourself excelling as a leader, please apply. We are always committed to upskilling fellow creatives. Please also get in touch with us if you have any questions.

#### **Has experience within the literary industry as a performer or published writer**

This includes publications in literary magazines, journals, and other mediums. It is not required applicants have a full-length book.

Has experience with event programming or has worked in a similar leadership capacity

Has strong organisational skills, as well as an ability to prioritise and adapt to new situations

Enjoys working with others, including other staff, partners, and our network members

Is comfortable being one of the faces of our organisation, and being a major point of contact

### **Application Instructions**

Please apply by sending a CV and a brief (1-pg max) cover letter to [ScotBAMEWriters@mail.com](mailto:ScotBAMEWriters@mail.com) by 11<sup>th</sup> July, 2020. In your cover letter, please answer the following questions:

- Why are you interested in this position?
- What skills and qualities do you have that make you a good candidate for this position?
- What is your vision for the future of SBWN?

We will be interviewing shortlisted candidates on the week of 22<sup>nd</sup> July for a start date of 1<sup>st</sup> August 2020.

The Scottish BAME Writers Network is committed to promoting diverse, equal and inclusive spaces and welcome applications from people of all backgrounds, all ages, sexual orientations, nationalities, religions and beliefs. We particularly encourage people from underrepresented communities to apply, including but not limited to, people from BAME (Black, Asian, Minority Ethnic), LGBT+, &/or disabled communities, women, 'working class' &/or non-binary people.