



Rebecca Swift Foundation

Trustee Application Pack

The Rebecca Swift Foundation is recruiting for three new Trustees ahead of the next round of the Women Poets' Prize in Summer 2022, and the launch of the Women Poets' Network.

Job Role: Trustee (voluntary, 3-year term)

Deadline: 12pm 3rd December 2021

Application: by email to info@rebeccaswiftfoundation.org (details below)

About Us

The Rebecca Swift Foundation is a registered charity whose focus is to nurture the craft, creativity and wellbeing of women poets in the UK. We listen to, champion, and advocate for women poets, and run the biennial, free-to-enter Women Poets' Prize. To date, the Prize - run in 2018, 2020 and due to run again in 2022 - has attracted entries from over 1,000 women poets. Of these, 89% would enter again, and a quarter had never submitted their writing to any other literary prize. An impact evaluation report by consultant Nathalie Teitler FRSA found the Prize to be 'groundbreaking' in its unique offering of holistic and pastoral care alongside a £1,000 cash stipend for three winners, editorial mentoring, and a range of professional and creative development opportunities.

The Foundation is currently funded entirely by individual donations and we are in a critical fundraising period as we look at diversifying our income, and growing the offer of the Foundation based on the needs of women poets as gleaned through a series of surveys and focus groups.

We are specifically looking for Trustees with skills in **marketing and communications, poetry publishing, creative engagement/ community building, and governance**. Trustees do not have to be connected to the world of poetry, but an interest in literary creativity is vital, and we welcome approaches from those invested in other sectors in the championing of women's voices. The Foundation encourages an inclusive culture and welcomes applications to the Prize and complementary network from all women poets, including trans women poets.



Trustee Responsibilities:

- Attendance at quarterly Board meetings and a commitment to join relevant working groups as appropriate (Board meetings may be joined virtually)
- Agreeing and monitoring RSF's strategic direction and plans and ensure that it pursues its charitable objectives
- Ensuring that RSF functions within the legal, charitable and financial requirements of a charitable organisation and strives to achieve best practice
- Ensuring the financial stability of the organisation and the proper investment of funds through individual donations and any public grants
- Appointing the Project Manager and any other future staff of the Foundation
- Using specific skills, knowledge and experience to help the Board of Trustees reach sound decisions
- Promoting and upholding the values and activities of the Foundation

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 in order to ensure you feel confident and fully briefed in the responsibilities of UK charity Trustees. You may be based anywhere in the UK, 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 3-year term of office, and there is the possibility of serving for a further 3-year term. A third and final term may be served only by special resolution.



- 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 the Foundation.

How to Apply:

Please send a CV and a short covering note explaining why you'd like to become a Trustee of the Rebecca Swift Foundation. If you are applying with one of the above stated skill-sets as required by the Foundation, please make this clear in your application. Applications should be sent by email to info@rebeccaswiftfoundation.org by no later than **12pm (midday) Friday December 3rd 2021**.