

Advisory Board Appointments

The Literary Consultancy

“TLC is, put plainly, a force of good for writers. Writing— and writing well— is such a solitary, often gruelling endeavour. They champion, they challenge, they cheerlead. They look to demystify both the creative and professional sides of the writing experience. My own career has come to fruition in large part thanks to their unwavering support, for which I’m forever grateful.”

Kelleigh Greenberg-Jephcott, author of Women’s Prize longlisted Swan Song

Outline: TLC is looking to appoint two new Advisors to its Advisory Board. This is an exciting opportunity to join a small but ambitious company at the forefront of author service development.

Commitment: Four meetings per year plus an estimated additional 1-2 days for sub-committees and additional support to the Director

Term: 3 years with the possibility of extending by one additional term of 3 years

Remuneration Voluntary, expenses paid

Deadline for applications 9am Monday July 10th 2023

Summary:

The TLC Advisory Board is a group of dedicated individuals with a wide range of skills and experience, who volunteer their time to guide the organisation strategically as part of its reporting requirements as a publicly funded organisation (we are an Arts Council England National Portfolio Organisation or NPO with current funding secured 2023-26). The Advisory Board meets four times a year. At present all Advisory meetings are held online, with one in-person Away Day biennially in London, England. We therefore welcome applications from those based anywhere in the United Kingdom. Advisors commit to reading papers in advance and working with the Director on sub-committees or to prepare papers or proposals relating to particular areas of the business. Please note that the Advisory Board is not a non executive board and as such Advisors are not appointed as directors of the company, however we use charity law as a guide for best practice in governance, and ask all Advisors to abide by our Principles of Engagement.

About Us:

The Literary Consultancy (TLC) is the UK’s first and leading writing consultancy, offering editorial advice since 1996. Its aim is to provide honest, professional editorial feedback to writers to give them a better sense of whether and where their work might fit into the ever-changing market.

TLC believes that fair, objective feedback can unlock the creative potential of writers at all levels, from emerging to professional. We offer industry-recognised manuscript assessment and editing services, one-to-one mentoring, and literary events that focus on cultivating the personal value of writing, equipping writers with the context, confidence, and skills they need to thrive and flourish. Our membership platform, Being A Writer, was launched in 2020 and focuses away from publication outputs and instead on how writers can cultivate creativity and boost resilience to build a healthier, more sustainable, and more joyful writing life.

Supported by Arts Council England, TLC runs the nationwide Quality Writing for All Campaign, working with 17 literature partners across England to deliver bursaries, training opportunities and support for marginalised and under-represented writers. Through this work we also advocate for best practice in inclusive editing in a variety of ways and with a range of partnerships, from research institutes to literary prizes, educational charities and commercial publishers.

About The Advisory Board:

The role of the TLC Advisory Board is:

- To be responsible for the strategic direction of TLC
- To protect the financial stability of the organisation
- To uphold and safeguard the reputation and values of TLC
- To guide and test the decision-making of the executive leadership including:
 - o Vision, mission, aims, objectives
 - o Impact
 - o Business planning
 - o Financial accounts
 - o Partnership development
 - o Legal matters.

What We Are Looking For:

We are particularly looking for Advisors with demonstrable knowledge and expertise in the following areas:

- o Business planning and strategy
- o Corporate fundraising
- o Membership engagement
- o Comms/PR.

We welcome applications from those with relevant experience in any one of these areas who has not sat on a board before, as well as applications from those with existing board experience. We are keen to work with people who share our mission of meeting writers on the page, and developing innovative strategies to ensure that all writers can flourish. Writers' creativity and wellbeing is at the heart of everything we do at TLC and we hope to find Advisors aligned with these values.

Equal Opportunities:

The Literary Consultancy is an equal opportunity employer. We are committed to inclusive practice in the workplace and will not tolerate discrimination and harassment of any kind based on race, gender and gender identity, religion, sexual orientation, disability, neurodivergence, genetic information, or any other protected characteristic or point of marginalisation. We particularly welcome and encourage applications from those who are currently under-represented within the creative industries.

How to Apply and Appointment Process:

Please send a CV and a short covering letter explaining why you'd like to become an Advisor to The Literary Consultancy. If you are applying with one of the above stated skill-sets as required by TLC, please make this clear in your application.

Applications should be sent by email to info@literaryconsultancy.co.uk with the subject header 'TLC Advisory Application' by no later than 9am (BST) on Monday July 10th 2023.

Interviews will take place via Zoom in the week commencing July 17th. Interviews will last for approximately 45 minutes. A live transcript can be made available.

Appointed Advisors will be invited to attend our August 30th TLC Advisory Board meeting, to be held 4-5.00pm BST online via Zoom, as observers.

If you have access requirements, or any questions about the application process, please let us know by email to info@literaryconsultancy.co.uk at least 10 days clear of the application deadline.

We look forward to hearing from you.