



ORWELL FOUNDATION: DEPUTY DIRECTOR (NEW POST)

Contract: Permanent, part-time (3-4 days a week)

Salary: Depending on experience, within the range £36,000 - £45,000 pro rata

Location: Central London (with some possibility of remote working)

Reporting to: Director **Direct reports:** Prize and Programme Coordinator (PT), Youth Prize Coordinator (PT), and Finance Officer (PT)

Deadline for applications: Monday 29th November 2021

Interviews: From Monday 6th December 2021

Start date: 2nd January 2022, or as soon after as possible after

The Orwell Foundation is looking for a Deputy Director to lead the small team which delivers our prizes and programmes. This new senior post is an exciting opportunity to help shape the work and strategy of the Foundation, of the Orwell Prizes and Orwell Youth Prize, have a responsibility for Orwell's heritage, and to have an impact on the way in which Orwell's writing can be applied to contemporary problems.

About The Orwell Foundation

In the spirit of George Orwell's work we aim to celebrate honest and creative writing and reporting, uncover hidden lives, and confront uncomfortable truths. Through the Youth Prize and other work we encourage all young people to think and write creatively and critically about their world. In doing so, we seek to promote Orwell's values of integrity, decency and fidelity to truth and pursue Orwell's aim to 'make political writing into an art'. We are the official Orwell website and Richard Blair, Orwell's son, is a trustee and supporter. Our office is housed within the Institute of Advanced Studies at University College London where the UNESCO-registered Orwell Archive is kept.

Our two primary programmes are the prestigious Orwell Prizes (awarded each year for the best politically engaged books and journalism, complemented by a programme of public events, and the Orwell Youth Prize, an annual writing programme which works closely with teachers to offer students inspiration and engagement, access to professional writers and journalists, and individual feedback from our network of volunteers. The Youth Prize creates new conversations around the winners, and the collective concerns of all our entrants, while our activities also encompass the annual Orwell Memorial Lecture, innovative arts programming, and extensive free, public resources.

As an independent charity, the Foundation is primarily a voluntary organisation: the trustees are active, going beyond oversight to help with practical delivery. The present Director has worked unpaid since 2007 and has grown the Prizes and Foundation in that period. Our Youth Prize also relies upon a network of volunteer readers. For many years the Prizes were run by a single administrator, but the Foundation now employs a small, committed team of part-time staff.

About this role

The Deputy Director will have overall operational responsibility for the delivery of our programmes and for fundraising, and will lead and support our small team. It is expected that the role will develop further into a new senior post. This is an exciting opportunity at the heart of a small team in a charity with considerable potential. The Foundation has already grown considerably and is developing a new five year strategy, which the Deputy Director will be expected to contribute to.



The role might be suitable for a person with considerable experience looking for a fresh challenge, or someone at an earlier stage of their career. The successful candidate will have some vision for the role of the Foundation as it develops. They will have an understanding of the way in which ideas and content are developing in a volatile and polarised social and political landscape, as well as a good understanding of the charitable and voluntary sector and a commitment to the Foundation's mission and values.

The Foundation previously employed a full-time Programme Manager with overall charge of the office and programmes: this new post is a replacement and development of that role.

Key responsibilities

Reporting directly to the Director, the Deputy Director will be responsible for:

- Overseeing the effective delivery of all the Foundation's prizes and programmes
- Managing the Foundation's small team of part-time staff
- Fundraising and partnership management
- Contributing to the development of the Foundation's strategy, including the development of The Orwell Youth Prize, and help maintain and develop the Foundation's profile and reputation, in line with Orwell's values
- On occasion, representing the Foundation at external events and in the media
- Managing finances and programme budgets (with the support of the Finance Officer)
- Implementing, reviewing and where necessary instituting all appropriate policies and procedures including our Safeguarding, Data protection, and Equality and Diversity policies

Person Specification

We are looking for a combination of political maturity, someone with the ability to successfully build a team, an understanding of the contemporary media, intellectual and cultural landscape, the capacity to represent the Foundation to funders, and a strong commitment to Orwell's values.

The Orwell Foundation is a unique charity bridging several worlds: politics, journalism, publishing and education. The right candidate might have experience within politics or campaigning organisations or think tanks or the civil service. Alternatively, they might have journalistic and editorial experience or involvement in arts organisations, educational programmes, publishing and book prizes: or some combination of these experiences.

Detailed below are the attributes, experience and skills which are required and/or desirable. The Essential column shows the minimum essential requirements for the post. The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training: these are not essential, but may be used to distinguish between applicants.

The Orwell Foundation is committed to equality of opportunity for all staff, and we welcome and encourage applications from people within under-represented groups.

Attributes	Essential	Desirable
An understanding of voluntary organisations and the regulatory environment in which they operate	√	
A commitment to the Foundation's mission and values	√	
An understanding of politics, journalism, publishing and	√	



secondary/college education in the UK, with excellent contacts in at least one of these areas		
Political understanding in the widest sense	√	
Ability to relate to with a wide range of stake-holders including high-profile individuals	√	
Comfortable handling confidential or sensitive information	√	
Excellent financial acumen		√
An understanding of the opportunities available for digital transformation		√
An understanding (which could be developed) of the Orwell heritage and legacy		√
Experience and/or skills		
A strong record of successful fundraising in the charity or non-profit sectors	√	
Leadership experience and excellent management skills	√	
Excellent written and verbal communication skills	√	
Extensive experience managing and delivering multiple projects on schedule and to budget	√	
Experience handling the media, and managing effective digital communications campaigns	√	
Experience commissioning artistic and/or educational programmes and working with freelancers		√
Experience of event management		√
Experience within a charity or non-profit undergoing significant institutional change		√

How to apply

Applicants should send a CV and a covering letter including your vision for the future development of the Foundation, including key opportunities and key risks, to recruitment@orwellfoundation.com. Applications will be read anonymously, so please do not write your name on your CV or your letter.

This is a part-time position, envisaged as 4 days a week. Applications for a 3 to 3.5 days a week role will also be considered where a case can be demonstrated (if you wish to apply on a 3 to 3.5 day a weeks basis please make this clear in your cover letter).

Applicants should include the contact details for two references. References will be approached unless applicants ask us not to.

The successful candidate will be required to sign a Confidentiality Agreement.

The post is subject to a strict 6-month probationary period.

Anyone who wishes to discuss the post and its opportunities should in the first instance email the Director at director@orwellfoundation.com



The Orwell Foundation's Achievements

The Orwell Prizes were set up by Sir Bernard Crick, Orwell's first biographer, an academic and a notable innovator in political education. Professor Jean Seaton succeeded Crick in 2007 and since then the Foundation's prizes and activities have expanded to include awards for Political Writing, Political Fiction, Journalism and, with the Joseph Rowntree Foundation, The Prize for British social reporting (The Orwell Prize for Exposing Britain's Social Evils), with new panels of independent judges appointed each year. In 2020, The Orwell Foundation formally merged with The Orwell Youth Prize, an independent charity established under the Foundation's auspices in 2015 to support young people across the country to articulate their ideas about society, inspired by Orwell's values and driven by an understanding of educational inequality in the UK. Since this merger, the Foundation has had two charitable missions, of equal merit: to promote education for the public benefit, and to promote the education of children and young people.

The authority of the Prizes - the UK's pre-eminent awards for political writing, and unique in journalism for being independent of the industry - has been developed by securing expert and distinguished judges representing a range of viewpoints, united by open-minded focus on quality, importance and public benefit in the material they assess. Under Professor Seaton's leadership the Foundation's activities have also included imaginative public events exploring Orwell's contemporary relevance and encouraging public understanding of his work, from imaginative dramatic readings of *Nineteen Eighty-Four* and *Down and Out* (the latter performed in both Paris and London), to free educational videos, to the Unreported Britain journalism project, which sought to demonstrate new, collaborative ways of conducting reporting on poverty in the UK.

The Orwell Youth Prize is attempting to find and nurture a new generation of critical thinkers and writers, with a focus on intervening in less well-resourced schools. At a time when extra-curricular work and the humanities are being diminished, the Youth Prize programme provides an important platform for young people, and, crucially, offers value to every entrant through its access to professional writers and journalists, workshops resources, and, uniquely, individual feedback. The programme has a particular focus on providing opportunities outside of London and the south east, and alongside school workshops across the country, has previously held large scale events for schools in Hull and Newcastle. The Foundation takes young people's voices to people in power, and is seeking to conduct research on the concerns of entrants, and how they engage with social issues. Its events and lectures straddle political and creative issues, and its winners, who are invited to join a new alumni scheme, the Orwell Youth Fellows, have already played a part in public arguments. The Youth Prize received almost a thousand entries during the first lockdown, and has significant potential for growth and development.

Everything the Foundation does is based on Orwell's work and values (in as far as we can discern them). Neither the Prizes nor the Youth Prize are traditional literary or journalism prizes, as they also engage with contemporary applications of Orwell's work, and use this inspiration and appeal to make unique interventions on behalf of the public and young people in particular. In doing so, the Foundation is committed to freedom of speech in the broadest sense - we hold a space open for difficult debate and diversity of opinion and view points, encourage creativity and clarity of expression, provide a platform for unheard voices, and defend the right to individual conscience. As such, we sit on an uncomfortable but important front line in the battle for decent and reliable information and debate. The Foundation has clear values, and is concerned with promoting excellence in political writing, and encouraging informed and inclusive discussion of politics and social issues, but is politically impartial. We try to take seriously Orwell's injunction that if 'Liberty means anything at all, it means the right to tell people what they do not want to hear.'