



APPENDIX to role description for TRUSTEE TREASURER

About Winchester Poetry Festival

[Winchester Poetry Festival](#)'s mission is to share, celebrate and champion poetry - we believe in the power of poetry to bring us together and make a positive, enriching difference to our lives. While Winchester Poetry Festival (WPF) is international in outlook, our commitment to reaching under-represented voices and those experiencing challenges locally is key.

WPF aims to be a round table for poetry where everyone is welcome. We are a poetry organisation that does all sorts of things - from hosting our much-acclaimed biennial festival in Winchester, to our popular [Winchester Poetry Prize](#) competition, to our wider work with schools and community organisations.

WPF was established in 2013 with the first festival taking place in September 2014. WPF delivers a major Biennial Festival – our next Festival is due to take place in October 2027. Since 2023 we have expanded to become a year-round organisation, celebrating poetry through partnership projects and collaborations. This includes our partnership work with Hampshire Cultural Trust to run the Hampshire Poet programme and the Hampshire Young Poet Competition.

WPF is a registered charity (No 1150097). It is chaired by Jane Bryant who took up the position in May 2021. Our other current trustees are: Susmita Bhattacharya; Jon Whitfield QC; Abanti Chakrabarty Mukhopadhyay; Jeremy Wikeley; Jo Fisher; David Hill; Andy O' Hanlon; Jeremy Wikeley (see: [Board and Patrons](#) [\(winchesterpoetryfestival.org\)](#)). In addition to the trustees, WPF also has the support of a volunteer Treasurer (soon to be vacant) and a volunteer Minute Secretary. We engage two part-time professional staff (freelance contracts): [Erica Hesketh](#) (Artistic Director) and [Amy Juliet Brown](#) (Festival Manager).

Why become a trustee?

Becoming a trustee is very rewarding and is a great way to give something back to a cause you care about. The help you provide will be invaluable ([Become a trustee | Reach Volunteering](#)). Trustees use their skills and professional experience to support their charities or causes, working together to help them achieve their aims and charitable objectives and deciding their overall direction. Getting involved as a charity trustee is an excellent way to put your professional skills to use.

One of the most important things charities need from their trustees is someone who is committed to the organisation and enthusiastic about what they stand for. Most people over the age of 18 can become trustees. Also see: [Charity trustee: what's involved \(CC3a\) - GOV.UK \(www.gov.uk\)](#)

Trustee roles and responsibilities

WPF trustees play a vital role in making sure that WPF achieves its core purpose. The key responsibility of trustees is to contribute actively to the board giving strategic direction to the organisation, setting overall policy, defining goals and evaluating performance against agreed targets. Trustees support the organisation to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals. The statutory duties of a trustee include ensuring that the organisation complies with its governing document, charity law, and any other relevant legislation, ensuring that it pursues its objectives, and uses its resources wisely.

Trustees are also key ambassadors for the festival and responsible for safeguarding its good name and values. They are required to ensure the effective and efficient administration and financial stability of the organisation, and to appoint and monitor the performance of any staff.

For details of Treasurer duties – please see Role Description

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. Involvement will of course reflect trustee skills and experience, and their time availability, but may involve reviewing board papers, leading discussions, providing advice and guidance on key issues or new initiatives, collaborating with the Chair and Festival Manager on fundraising and grant funding bids, presenting externally, or on other issues in which the trustee has special expertise.

Personal skills and qualities for a trustee in general

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to undertake specific tasks if as feasible and as required and to make time available
- Commitment to [Nolan's seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Our board currently meets 4 to 5 times a year (e.g. January, March, June, October) with an occasional 'Away Day' to allow quality time for planning and reflection. When necessary, we also establish small task groups to undertake time-limited projects. This allows us to make best use of trustees' skills, knowledge, and experience, and enables trustees to play a part in the practical management and development of the festival as an organisation.

Trustees are appointed for a 3-year term of office, generally renewable for a further term or more, but to a maximum of c. 9 to 12 years. This is a non-remunerated and voluntary position; occasional allowable expenses are available if required and budgeted in advance.

NEXT STEPS/HOW TO EXPRESS INTEREST

If you would like an informal discussion about the role or have any questions, please contact our chair, Jane Bryant, on chair@winchesterpoetryfestival.org

To express interest, please send us a short CV and covering statement, outlining your interest in the work of Winchester Poetry Festival and highlighting the skills and experience you would bring to the role and how this might contribute to and add value to aspects of WPF work and its governance.

Please email this to: hello@winchesterpoetryfestival.org

Deadline for expressions of interest: **Monday 30th Nov 2026 23:59**

Winchester Poetry Festival

08/10/26