



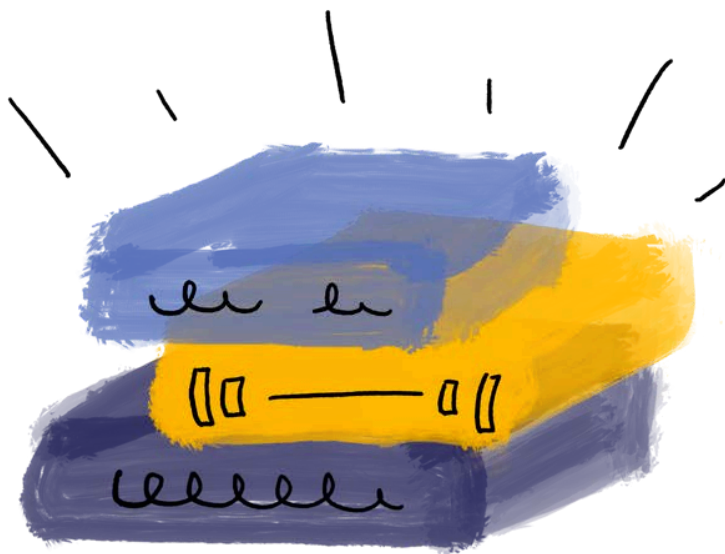
THE  
WRITERS'  
BLOCK

## Supporting writers in Cornwall at every stage of their journey

The Writers' Block is the writing centre for Cornwall.

With innovation and creativity at its heart,

The Writers' Block is both a place to write and a unique approach to developing confidence and skills in writing for everyone.



**We are looking  
for a Treasurer  
to join our board  
of trustees.**

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Image: Steve Tanner

## Our Vision

**We believe in the power of the written and spoken word to transform lives. It is everyone's right to express themselves through creativity and imagination. Great ideas can and do come from anyone and anywhere.**

The treasurer is a key role on the board of trustees. We are looking for a treasurer who believes what we believe and wants to offer their skills, expertise and experience so that more people across Cornwall can discover their voice, share their stories & unlock their inner writer.

We also want someone who will challenge us, and bring their different points of view. We are more interested in your passion and your potential than your previous experience as a treasurer or trustee.

It is important that the work we create reflects the whole of our society and that our Board of Trustees is representative of the diverse communities we engage with. We want to ensure that our organisation benefits from a wide range of perspectives. The more inclusive we are, the better our work will be.



Image: Ian Kingsnorth



## Our Work

The Writers' Block is a strategic cultural organisation encompassing:

- The Writers' Block at The Ladder in Redruth – our flagship venue and a unique immersive space where we showcase our way of working
- The Story Republic - our development programme for emerging performers and a mechanism for performing and sharing the work of our writers, from young people, to community to playwrights.
- Emerging writer development – mentoring, networking and skills development
- Young Writers programme – developing the writers and voices of the future
- Community projects – uncovering and sharing the stories of communities
- Education & Teacher CPD – tools for igniting imaginations in children and teachers

### Recent projects include:

- Imagine – collecting and celebrating stories from our Global Majority Community
- Climate Poetry Writers Room – mentoring for emerging writers on environmental poetry and prose
- Programmes for care-experienced young people

You can find out more detail about our projects and programmes at [www.thewritersblock.org.uk](http://www.thewritersblock.org.uk)



Image: James Kitto



## Where we are

We run a full programme of writing and story based activity at The Writers' Block in The Ladder in Redruth. You can find out more about our current public events here [www.thewritersblock.org.uk/whats-on](http://www.thewritersblock.org.uk/whats-on)

We also run projects and programmes across Cornwall and further afield with a variety of other community and cultural venues and partners such as The Minack Theatre at Porthcurno, Kresen Kernow in Redruth, Trelya in Penzance. Community and emerging writer projects in Liskeard, Devonport and Bude.



Image: Steve Tanner

## Who we are looking for

### **Treasurer – Skills, Experience, and Responsibilities**

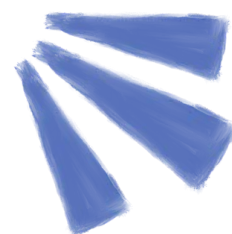
The Treasurer plays a vital role in ensuring the financial health and sustainability of the charity, providing oversight, guidance, and hands-on support as appropriate for a small organisation.

#### **Key Skills and Experience:**

- Financial literacy and experience managing budgets, accounts, and financial reporting – ideally within the charity or small business sector.
- Familiarity with charity accounting principles and regulatory requirements.
- Ability to present financial information clearly and accessibly to the Board, some of whom may not have financial backgrounds.
- Experience with bookkeeping, financial systems, or working with accountants or independent examiners is a plus.
- A collaborative approach and a commitment to supporting the charity's artistic and community aims.

#### **Key Responsibilities:**

- Overseeing the financial affairs of the charity and ensuring they are conducted in line with legal and regulatory requirements.
- Working closely with the Development Director to monitor the charity's financial position and ensuring its short and long-term viability.
- Liaising with the Development Director on their preparation and presentation of the management accounts and the annual budget to the Board.
- Contributing to the preparation of the annual accounts by reviewing and providing feedback on draft financial statements and trustees' reports.
- Advising the Development Director and fellow trustees on financial matters and contributing to strategic planning from a financial perspective.



## Diversity

Our diversity, skills and experience board audit has highlighted gaps in perspectives and lived experiences. Whilst our wider core and freelance team are more diverse, we want the leadership of the organisation to reflect the communities we work with, the new relationships we want to develop and the diversity of our nation as a whole.

### **We particularly welcome people who:**

- Are aged between 18 and 30 years old
- Have lived experience of disability or long term health conditions
- Are Black, Asian or from other Global Majority backgrounds
- Identify as LGBTQIA+
- Are from working class backgrounds
- Are care experienced
- Live in Redruth and surrounding areas

We recognise that diversity is intersectional, and we do not expect trustees to be a voice for individual characteristics, or bear the burden of representation. We simply know that we make better decisions with a greater range of perspectives.

We are introducing a three year term for trustees, with the option to be re-appointed for a further three year term. Trustees can step down at any point.



## The commitment of all trustees

We do not expect all trustees to be experienced in every area of governance, but we do ask all trustees to:

- Commit to the vision and values of The Writers' Block
- Demonstrate good judgement and a willingness to engage in creative thinking
- Accept the legal duties and responsibilities of trusteeship
- Be an enthusiastic ambassador for The Writers' Block
- Take an active role in the search for funding, new partners and opportunities
- Contribute skills and expertise fully to the board's collective decision-making
- Be willing to devote the necessary time and effort to their trusteeship, and in particular be available to attend four board meetings per year, support the leadership team, attend events as appropriate
- Work effectively as part of a team



Image: Steve Tanner



## The legal duties of all trustees:

- Support and provide advice on the purpose, vision, goals and activities of The Writers' Block.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee financial plans and budgets and monitor and evaluate progress of The Writers' Block.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve financial statements.
- Provide support and challenge to the Development Director in the exercise of their delegated authority and affairs.
- Keep abreast of changes in The Writers' Block's operating environment.
- Contribute to regular reviews of The Writers' Block's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect The Writers' Block's interests, to the exclusion of their own personal and/or any third party interests.

Being a trustee is a voluntary role, but we are able to pay travel and childcare expenses to enable you to attend board meetings and organisational events.

**Safeguarding** - all trustees should ensure that they are aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding the welfare of adults and children & young people. This will include completing an Enhanced DBS check.

More information on the legal duties of a charity trustee can be found here <https://www.gov.uk/guidance/charity-trustee-whats-involved>

## Governance & Organisational Structure

The legal name of the organisation is Kernow Education Arts Partnership Limited. It was created in 2001 and is a Registered Charity No. 1095166 and a Company Limited by Guarantee No. 4253902. The registered office is The Villa, Scorrier, Redruth TR16 5AU.

In 2014, the organisation changed its role from a service organisation to a producer of original work. The legal charity name of Kernow Education Arts Partnership became less relevant over the intervening years, and from March 2025, the charity will trade as The Writers' Block. The legal name and the governing documents will be changed to reflect this.

The charity currently has a board of 6 trustees, who are also Directors of the Limited Company.

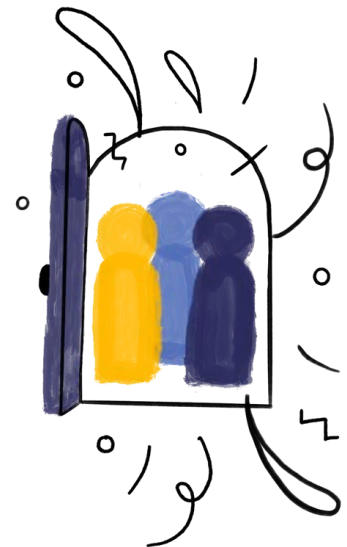
The board is led by Lindsey Hall, Chair of Trustees. The current treasurer is Ian Abrahams. The board convenes smaller working groups as required.

### The staff team are:

Helen Reynolds, Development Director

Grace Davies, Venue & Programme Manager

Connie Crosby, Artistic Director of The Story Republic (freelance position)



The organisation works with around 15 freelance Associate writers and performers each year who deliver the core of our work, along with a further 30 additional freelance writers, performers and artists.

## Next Steps

If you are interested in becoming our treasurer and a trustee of The Writers' Block and you'd like some more information, we would love to hear from you.

You can have an informal chat with Ian or Helen. Please email to arrange a time.

Ian Abrahams - Treasurer

[ianabrahams1@hotmail.co.uk](mailto:ianabrahams1@hotmail.co.uk)

Helen Reynolds – Development Director

[helen@thewritersblock.org.uk](mailto:helen@thewritersblock.org.uk)



Image: Steve Tanner

You can have a look at our website to find out more about the range of work we do, and our past projects [www.thewritersblock.org.uk](http://www.thewritersblock.org.uk)

You are welcome to come to one of our public events or workshops free of charge, or you can arrange to pop into The Writers' Block in Redruth. Email [helen@thewritersblock.org.uk](mailto:helen@thewritersblock.org.uk) to arrange.



## To apply to become our treasurer

Please send us either one side of A4 or a 2 min video detailing how your professional and/or lived experience, knowledge and skills match those outlined in the **Who We Are Looking For** section (p6-8).

Please also attach your CV.

Please send your documents or video to Helen Reynolds at [helen@thewritersblock.org.uk](mailto:helen@thewritersblock.org.uk)

(video via a shareable link from a hosting platform such as YouTube or Google Drive)

**The deadline for recruitment is 5pm on 15 September 2025.**

We will run a rolling programme of recruitment for general trustee positions so please do get in touch if you are interested for the future, but can't commit at this time.

Applicants will be shortlisted and we'll be in touch by 30 September with the outcomes.

