



Inpress Chairperson brief

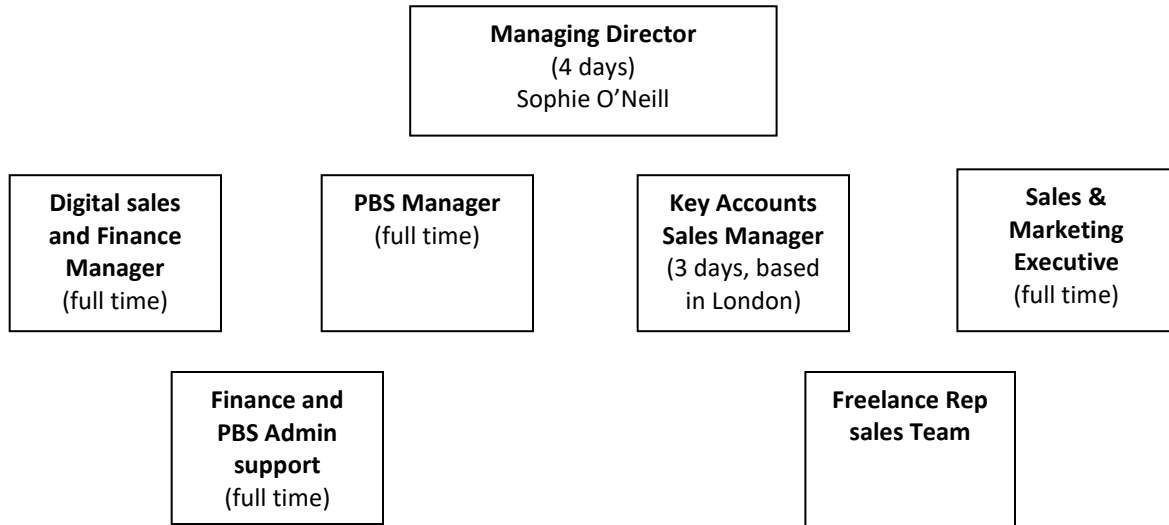
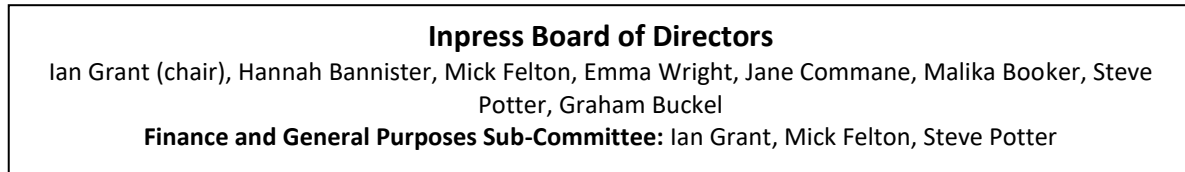
1. About Inpress

Inpress is the specialist sales and marketing agency for independent publishers, successfully working to increase the sales of their books and their profile within the book trade. We are committed to sales not only through representation to the trade, but supporting member publishers in their business development. A team of six, led by the managing director, works from our Newcastle office to deliver publisher services for 50 publishers, with the support and guidance of a Board of Directors. We employ a range of freelance professionals to ensure our services for client publishers are of the highest possible standard.

Inpress took over the running of The Poetry Book Society in 2016, since then we have broadened and diversified the reach of the organisation and have ambitious plans to grow the business, the memberships and profitability by the end of this funding period, 2022. The PBS is a membership business, our poet selectors choose the best titles being published each quarter, selecting a Choice and Recommendations. These are essential accolades in the poetry world and our poetry selections and poets often go on to win prestigious awards.

Inpress is funded by Arts Council England as a National Portfolio Sector Support Organisation, with subsidy confirmed until March 2022; the new round of funding applications will begin early in 2021. We currently sell over 350 new titles each calendar year, in genres including poetry, fiction, non-fiction and some children's fiction and poetry and produce a quarterly PBS *Bulletin*.

Company structure:



NBN International provide a warehousing and distribution service for our publishers.

Our quarterly trade catalogue can be viewed here: <https://inpressbooks.co.uk/pages/bookshops>

Please request a hard or digital copy of the most recent edition of the PBS Bulletin.

2. Job Description

We are looking for a chair with excellent leadership skills, a strong background in business, preferably within the literary or cultural sector, and the time and energy to be involved in developing the ambitious growth and direction of Inpress and the PBS. We want someone who can act as a leader within the organization, and a spokesperson and figurehead for the company within the literary, cultural and business communities.

The Chair is a non-executive director of the company who is responsible for working with the managing director to provide overall leadership for the organisation. Our new Chair will work to develop Inpress' growth plans and vision in its new Sector Support role, developing our business plan to ensure both sides of the business thrive, and the Poetry Book Society can become self-reliant and funding free.

The chair will be actively involved in providing firm strategic direction to the company, helping lead policy making, defining goals and evaluating performance. They will contribute financial knowledge; ensuring the organisation is making best use of its funds and earnings.

Key duties of the Chair

1. To ensure that the company fulfils its mission to increase the sales and profile of independent literary publishers in the UK and to support growth of the poetry sector.
2. To actively support and supervise the managing director in the achieving of the company's growth plans and strategy.
3. To act as a figurehead for the company within the publishing industry and the wider business and arts community, representing and advocating Inpress at functions, conferences, in the press or wherever appropriate.
4. To act as a channel of communication between board, staff and external stakeholders.
5. To chair quarterly meetings of the board of directors and attend the Finance and General Purposes committee meetings (F+GP).
6. To share expertise with the organisation and take decisive action in-between board meetings if necessary.
7. To commit to board and staff development, ensuring all expertise between the board, staff and stakeholders is used to further the growth of the organisation.

3. Person Specification

Essential

- Strong leadership
- Board and senior management experience
- Fundraising and stakeholder management (e.g. experience of managing relationship with large funders such as Arts Council England)
- Corporate governance
- Financial management
- Business planning and development
- Experience of public speaking and advocacy

Desirable

- Working within the arts
- Press, PR and Media experience
- Knowledge of the rapidly changing digital trends in the industry
- Publishing industry knowledge and connections
- Poetry / fiction expertise and sector knowledge
- Sponsorship and Private Giving
- Maximising budgets

Duration of role:

The Chair is appointed for a three-year term with the option for the appointment to be renewed for a further three years.

Time Commitment:

The Chair is expected to commit a minimum of two days per month to role in addition to chairing quarterly meetings of the board and attending F+GP committee meetings.

Expenses:

The role of Chair is a voluntary position but out-of-pocket expenses are paid

4. How to Apply

To apply, please email an expression of interest to Sophie O'Neill at sophie@inpressbooks.co.uk stating why you are interested in applying and noting your relevant skills and experience.

Deadline for applications: Midday, Monday 19th August 2019

Appointment start date: January 2020

Inpress is an equal opportunities employer; we welcome applications from any individual regardless of ethnic origin, gender, disability, religious belief, sexual orientation or age. All applications will be considered on merit.