

# Warwickshire Libraries

# NPO Advisory Board

# Member - Role Description

## Role and Responsibilities:

- Support and assist the Chair and Vice Chair, actively contributing at NPO Advisory Board meetings and Development Days in line with the agreed agendas.
- Supporting and attending NPO events and activities.
- Be an advocate for the NPO, attending other meetings, networks and events as required such as social media opportunities/networking at events/making contacts with sector partners.
- Support the Chair and Vice Chair to achieve the NPOs vision, aims and objectives as agreed.
- Support and actively contribute to the development of the NPO.
- Ensure decision making and communication is open and transparent.

## Person Specification:

We are particularly interested in recruiting members who have experience in the following areas:

- Early career / new graduate
- Creative Practitioner based in Warwickshire or has worked regularly in the county
- Marketing and Communications
- Commercial/ PR professional
- Fundraising/ sponsorship
- Community development/ Grassroots
- Health and Wellbeing
- Education
- Passionate about the contribution \*arts, culture and heritage make to societal outcomes
- Be committed to providing high quality opportunities for communities to engage in arts, culture and heritage
- Be independent and objective

*\*Definition of 'arts and culture' includes a broad range of the arts including (but not limited to) visual art, craft, design, digital, film, technology, music, theatre, dance, creative writing, architecture, and culture in the broadest sense including heritage, archives, libraries, nature and outdoor spaces.*

## Commitment to the Role:

1 - 2 days per quarter including attendance at quarterly hybrid (virtually and in person) NPO Meetings, and 2 in person Development Days. The initial period of office will be for three years (April 2026 to March 2029). Our expectation of Board members is a commitment to attend all meetings either in person or virtually.

## Remuneration:

This is a voluntary role; however reasonable travel costs and expenses will be reimbursed.

## Equal Opportunities:

Warwickshire Libraries NPO wishes to attract a diverse range of Advisory Board Members, with people of different ages, ethnicities, and educational backgrounds, from all parts of the wider community, who can bring fresh ideas and new perspectives. Previous experience is valued; however, we aim to take a whole person approach.

## How to apply:

For any informal enquiries about the member role please contact Lucy Carlton-Walker, NPO Creative Director via email: [lucycarlton-walker@warwickshire.gov.uk](mailto:lucycarlton-walker@warwickshire.gov.uk)

If you are interested in this role, please e-mail a **covering letter** addressing the skills you will bring to the member role as outlined above (no more than 500 words), plus a **current CV** of no more than 2 sides of A4.

Please email this to Lucy Carlton-Walker, NPO Creative Director:  
[lucycarlton-walker@warwickshire.gov.uk](mailto:lucycarlton-walker@warwickshire.gov.uk)

**The deadline for applications is Friday 30<sup>th</sup> January 2026, 5pm.**

Selection will be carried out by current board members and the NPO Creative Director.

**Virtual Interviews will take place on Monday 23rd and Wednesday 25th February 2026.**

You will be notified by Thursday 5th March to start in April 2026.

