

NON-EXECUTIVE POSITION

Role:	Chair of Advisory Board (voluntary)
Organisation:	University of Wales Press
Time commitment:	Four meetings per year at the University Registry office in Cardiff Ad hoc communication with Board, Directors and Press management team
Term:	Three years, renewable
Location:	Cardiff (travel expenses covered)
Reports to:	Director of University of Wales Press

MAIN PURPOSE OF ROLE

University of Wales Press (UWP) is the national press of Wales. Founded in 1922 with a mission to protect and promote Welsh culture, history, literature and language, UWP publishes around 50 new academic titles per year across its Wales Studies, Humanities and Social Sciences and Journals portfolios. UWP disseminates its publications around the globe, with sales to and scholarship originating from across Wales and the UK, Europe, North America, Latin America, Asia, Australasia and the Middle East. In 2022, UWP launched Calon, a non-fiction imprint, as a commercial arm to the press. Calon publishes fascinating stories that follow international trends but with their own Welsh flavour.

The press has a team of 12 staff, served by a voluntary Advisory Board which supports and advises the leadership team in its strategic and operational goals. The Advisory Board is comprised of industry experts, each reflecting aspects of the press's varied offerings to Wales and the world.

UWP is now seeking to appoint a new Chair to its Advisory Board, following the current Chair's retirement. The Chair is responsible for leading and chairing Advisory Board meetings four times a year and ensuring that it functions effectively in support of the organisation's mission, vision and strategic objectives. The Chair also works closely with the press's senior team, offering specific guidance to the press's Director.

The Chair will have experience and an understanding of non-executive boards, have held a senior position in academia, education or commerce, and be able to lead strategic discussions with authority and tact.

KEY RESPONSIBILITIES

- Chair Board meetings ensuring discussions remain focused, to time, and encourage productive participation from all members
- Liaise with the Director to finalise meeting agenda and content
- Help ensure the Advisory Board's efforts align with the organisation's strategic and operational goals
- Offer high-level advice based on industry trends, business challenges, or opportunities
- Help frame key strategic questions that management needs to consider
- Support the Director to recruit, onboard and engage new Advisory Board members as required

- Set expectations for participation, confidentiality, and contribution
- Act as a trusted advisor to the Director and management team
- Offer mentorship to other board members and senior staff, where applicable
- Use own network and reputation to enhance UWP's and Advisory Board's brand and impact.

Time Commitment

Estimated seven hours per quarter for meetings, including preparation, chairing and feedback.

Other ad hoc communication or meetings, where required, with Director, managers and other Board members throughout the year.

PERSON SPECIFICATION

The person specification focuses on the experience, knowledge, skills and competencies required to undertake the role effectively.

Essential	Desirable
<ol style="list-style-type: none"> 1. Familiarity with strategic challenges faced by university presses 2. Shrewd political antennae 3. Strong track record in publishing, business or academia 4. Understanding of and commitment to UWP's mission 5. Strong track record in chairing meetings, encouraging open and honest discussion, and acting with diplomacy 6. Experience of working within or with a not-for-profit organisation 7. Excellent network which is of benefit to the University of Wales Press 8. An understanding of Welsh context, culture and/or language, and the drive to advocate accordingly 	<ol style="list-style-type: none"> 9. Understanding of challenges and reliance on external funding sources 10. Understanding of the running of a bilingual press 11. Understanding of university governance 12. Welsh speaker and/or knowledge of Welsh culture

CONTACT DETAILS

To express interest, or for more information about the post, please contact:

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By Friday, 14 November 2025