

TRANSLATION ADVISORY CO-CHAIRS

TERMS OF REFERENCE

English PEN is the founding centre of PEN International, a worldwide writers' association with 130 centres in more than 90 countries. English PEN works to promote literature and the right to freedom of expression through a range of campaigns, events, projects and publications.

English PEN's translation and international literature programme champions literature beyond national and linguistic borders, and beyond conventional literary expectations. The programme reflects the PEN Charter's declaration that 'literature [...] knows no frontiers, and must remain common currency among people. We do this through our translation grants (PEN Translates, our grant for UK publishers, and PEN Presents, our samples grant for literary translators); *PEN Transmissions*, our online magazine for international writing; and our events programme, including UK celebrations for International Translation Day.

The Translation Advisory Chairs are experts from different parts of the literary sector who provide support and advice for the programme. We are looking for a third Co-chair to join So Mayer and Preti Taneja, who have been in position since December 2021. We are looking for **a literary translator** to fill the role.

English PEN celebrates the diversity of literature and envisions a world with free expression and equity of opportunity for all readers and writers. This role plays an essential part in achieving this vision.

About the Translation Advisory Chairs

The Translation Advisory Chairs sit on a voluntary basis. They offer ad-hoc support and advice to the Translation and International Manager, the Translation and International Officer, and the wider English PEN team. They also attend up to one annual strategic meeting. One of the Chairs will normally chair the Selection Panel for each round of PEN Translates (our grant to UK publishers) and PEN Presents (our samples grant for literary translators). Chairing Selection Panels will constitute remunerated work, and will be contracted on a freelance basis outside the Terms of Reference for Translation Advisory Co-chairs; the Chairs may also undertake other work for English PEN, outside their role as Chairs, on a freelance basis.

The Translation Advisory Chairs do not constitute a formal sub-committee of English PEN's Board of Trustees, and do not share the statutory duties of Trustees.

About the Chairs

The Translation Advisory Chairs take a voluntary but hands-on role in supporting the delivery and development of the English PEN's translation and international literature work. They provide regular advice to the programme team, and input on project delivery and strategy where appropriate and requested. The Chairs represent different parts of the literary sector, and bring these experiences and specialisms to their advisory role.

Co-chairs will normally be appointed for a term of four years each, with an initial commitment of two years. We aim for Co-chairs to be appointed on a staggered basis, so that new Chairs can work with Co-chairs already established in the role.

Co-chair responsibilities

Each Co-chair will:

- fulfil the role on a voluntary basis;
- represent and bring to public attention English PEN's work in translation and international literature, together with the Translation and International Manager;
- support the Translation and International Manager developing the programme, providing ad-hoc input where required;
- advise English PEN staff on issues related to translation and international literature as pertain to English PEN's charitable objectives and strategic aims, where required;
- provide input on strategic and operational decisions for the programme, where required;
- sit on / chair one grant Selection Panel per year, where not subject to a conflict of interest as determined by the PEN Translates and PEN Presents Conflict of Interest policies. **Please note:** sitting on / chairing Selection Panels will constitute remunerated work, and will be contracted on a freelance basis outside the Terms of Reference for Translation Advisory Co-chairs;
- participate in meetings of the Translation Advisory Chairs with the wider translation community (e.g., sector roundtables) as held from time to time.

Time commitment

Each Chair needs to commit to the equivalent of a day to two days per month to perform their duties. The term for this position will start April 2024 and end no later than April 2028.

How to apply

If you would like to discuss this role in confidence, please email Will Forrester, Translation and International Manager, at will@englishpen.org.

To apply, please send your CV and a brief statement (maximum two sides of A4) telling us about your suitability for the position to recruitment@englishpen.org by 11.59pm GMT on Tuesday 26 March 2024. Shortlisted candidates will be invited to interview during the week beginning 15 April 2024.