



Position: General Secretary

Annual salary: £56,000 plus pension

Deadline for applications: 5pm, Friday 2nd June

Location: London

The Writers' Guild of Great Britain (WGGB) is a trade union representing over 2,100 writers working in film, television, radio, publishing, theatre and digital media. It is affiliated to the TUC but is strictly non-party political. Its membership is open to both professional and aspiring writers. It is controlled by its members through Annual General Meetings and administered by five Officers and an Executive Council elected by the membership. WGGB is financed through the subscriptions of its members.

Job Description

The General Secretary is the chief salaried executive official of WGGB, managing the other members of staff.

The General Secretary is a non-voting member of WGGB's Executive Council (EC). The EC decides policy and it is the duty of the General Secretary to implement that policy, but s/he is expected to advise the EC when required and to ensure that the WGGB is at all times an effective pressure group in accordance with its stated aims.

The General Secretary is required

- To manage negotiations of the WGGB and maintain good working relationships with management organisations
- To liaise with government bodies, agents' associations, cultural institutions, the TUC and other entertainment unions
- To represent the WGGB nationally and internationally, and where appropriate obtain legal advice and provide briefings.
- To supervise and monitor the WGGB's finance systems including the WGGB Pension Scheme, financial transactions, and oversee the work of book keeping staff.
- To manage Writers Digital Payments (WDP) including negotiating lump sums from broadcasters and WGGB representation on the WDP board of directors
- Develop & strategically plan additional income streams with the aim of establishing substantial and sustainable new income streams.
- To supervise and delegate the work of staff in response to members' issues and queries and deal with members' problems as appropriate.
- To manage other members of staff and manage staff relations, looking to ensure that individuals feel fully informed and valued in their work

- To delegate responsibilities as appropriate

A significant amount of international travel is involved for meetings with the International Affiliation of Writers Guilds, the Federation of European Screenwriters, European Writers Council etc.

The General Secretary has considerable authority to implement WGGB policy as s/he deems most effective, but the Chair (or Co-Chairs) and, where appropriate, the other Officers (namely the two Deputy Chairs and the Treasurer) are expected to be kept fully advised and informed of actions taken by the Office. WGGB's finances are controlled by the Treasurer (supported by the Finance Committee) but the General Secretary has responsibility for the day-to-day running of the WGGB, while taking instruction from the Treasurer and the Executive Council.

Each year Council appoints Craft Committees in the following areas of WGGB activity: Film, Television, Radio, Books, Theatre, Comedy and Videogames, together with other committees relevant to WGGB work. Either directly or through the relevant staff member, the General Secretary is responsible for allocating officials to work with these committees which meet at regular intervals.

WGGB Officers and the Chairs of the Committees play an active role in the union's affairs and the General Secretary must be able to maintain a good working relationship with them.

The General Secretary is expected to maintain up-to-date knowledge of current and future developments in broadcasting and publishing, in particular the way in which new digital technologies (satellite, video, digital TV, electronic publishing, etc) are affecting the rights, rewards and freedoms of writers; UK and EU media law; the digital economy.

Personal Specification

The following experience is required to undertake the role of General Secretary:

- at least five years' working knowledge of some or all of the industries associated with WGGB's work: Film, Books, Radio, Television, Theatre and Digital Media.
- be familiar with current and future developments in broadcasting and publishing, in particular the way in which new digital technologies (satellite, video, cable, digital TV, electronic publishing etc.) are affecting the rights, rewards and freedoms of writers.
- knowledge of UK and EU media law
- expertise in the digital economy
- well-developed negotiating skills
- be a confident public speaker
- be effective at managing staff and delegating responsibilities as appropriate

To apply

To comply with the Trade Union and Labour Relations (Consolidation Act) 1992 the post of General Secretary must be advertised every five years and be subject to election. Under this legislation shortlisted candidates will be expected to submit themselves to a postal ballot of the WGGB membership. Under WGGB rules there is no limit on the number of terms that one individual may serve.

Any member of the WGGB is welcome to apply for this position. Please note that WGGB rule 20.3 states ‘...Each candidate shall be required to sign an undertaking that he or she will not, if successful, at any time during his/her term of office as General Secretary, write professionally in any of the media in which the WGGB makes agreements, e.g. film, television, video, radio, theatre, publishing. Any candidate who is a member of the WGGB shall sign an undertaking that he or she will, if successful, forthwith resign from membership until the end of the appointment.’

WGGB rules also state that no candidate or member of the WGGB shall take any part in active campaigning, canvassing, leafleting or publicity on behalf of or in opposition to any candidate at any stage in the procedure for appointing a General Secretary.

Applications with CV and covering letter to be emailed to the WGGB with subject header marked ‘General Secretary application’, to be received **no later than 5pm, Friday 2nd June 2017**

For further information and to apply contact Sarah Woodley sarah@writersguild.org.uk