



ARVON

CHAIR  
Information Pack



TOTLEIGH BARTON DEVON

June 2017



Dear Applicant

June 2017

Thank you for responding to our call for a new Chair to lead Arvon's Board of Trustees. I am delighted to provide you with some information about Arvon, the current Board of Trustees, and how to apply.

Arvon is a thriving arts charity, celebrated for its unique ability to discover and develop the writer in everyone. We produce an annual programme of residential creative writing courses at three historic rural houses in Devon, Shropshire, and Yorkshire. Tutored by leading authors, the week-long courses offer a powerful mix of workshops and individual tutorials, creating time and space to write, free from the distractions of everyday life. Each year Arvon's public programme delivers over 80 courses, attended by more than 1,200 aspiring writers. In addition, we host up to 50 weeks for schools and community groups, reaching over 700 young people and vulnerable adults.

We are looking for a new Chair to show leadership to the Board in its discussions, deliberations and decision-making in relation to the charity's strategy and policies. The Chair may come from one of many walks of life and will be able to demonstrate leadership, advocacy and an understanding of the transforming power of self-expression.

The Board provides Arvon with guidance and support in delivering this ambitious work. Helping to determine the character and mission of the organisation, Trustees are instrumental in the strategic planning of the organisation and overseeing the overall artistic policy. They have responsibility for ensuring that the organisation's assets are safeguarded by providing strong governance in the areas of finance and management. Trustees act as ambassadors, championing Arvon's work and helping to fundraise.

As a group of individuals, the Board possesses a diverse set of skills and knowledge. Between them Trustees aim to encompass creative writing, working with schools and young people, management of residential centres, editing and commissioning, employment and equality issues, buildings and estate management, marketing and PR, digital media, fundraising, legal matters, finance, the charity sector, general management and governance.

In this pack you will find information to help you make your application. The documents include:

- Arvon Visions and Values
- Arvon Chair: the Role
- The Arvon Fact File
- Biographies of current Trustees
- The Board Committee Structure
- A schedule of forthcoming Board meetings
- How to apply and timetable
- An Equal Opportunities form

Details of how to apply are at the end of the pack together with the timetable. There are some dates at the beginning of September that have yet to be confirmed.

To apply, please submit a CV, with names and contact details of two referees, and a letter of not more than 500 words explaining why you wish to be Chair of the Arvon Board and what you would bring.

We would like to receive completed applications by 5pm on Friday 21 July. They should be either emailed or posted to our recruitment consultant, Jocelyn Ridley at JMR Consultants:

Email: [jocridley@jmrc.co.uk](mailto:jocridley@jmrc.co.uk)

Post: JMR Consultants, 3 Hayesfield Park, Bath BA2 4QE

Formal interviews for shortlisted candidates are planned at Free Word Centre for either w/c 11 or 18 September, tbc. Please do let us know if you are not available during those weeks.

We look forward to receiving your application for this role. If you have any questions, please do not hesitate to contact Jocelyn Ridley in the first instance by phone – 07976 395688 or by email – [jocridley@jmrc.co.uk](mailto:jocridley@jmrc.co.uk).

We very much look forward to hearing from you.

With all best wishes

A handwritten signature in black ink, appearing to read 'R Borthwick', with a long horizontal flourish extending to the right.

Ruth Borthwick  
CEO and Artistic Director



## OUR VISION

We believe creative writing can change lives for the better.

Creative writing allows us to harness our imagination and find our voice. It creates new possibilities, new ideas, new futures. It unlocks our potential, our empathy and our hope. And we're keen to share this opportunity for transformation with as many people as possible.

## WHAT WE DO

We produce residential and city-based creative writing courses and retreats for schools, groups and individuals, led by highly respected authors.

Founded in 1968, we now have three writers' centres, in Devon, Shropshire and Yorkshire, and offer courses across a wide range of genres.

We offer a home for the imagination, where anyone, regardless of writing experience, can step away from their normal routine, immerse themselves in the creative process, be inspired by experienced writers and release their imaginative potential.

## OUR VALUES

**Inclusive:** Everyone is creative. We make spaces that are open to all, where anyone, regardless of writing experience, feels welcome and included as part of a community of writers.

**Inspiring:** Step away from the routine, be inspired by writers and our beautiful places and release your imaginative potential. Arvon is a place for contemplation, challenge and going beyond what you thought you were capable of achieving.

**Supportive:** Creative writing is a craft that can be learnt, through guidance from experts, and through the peer support that comes from creative friendships with fellow writers. At Arvon, writers teach writers, and everyone encourages each other to become a better writer.

**Transformative:** Immersing yourself in creative writing nourishes the imagination, can deepen the connection to self and to the world, and can lead to dramatic change and progress.



## Arvon Chair: The Role

The principal duties of the Chair of Arvon are:

1. To show leadership to the Board in its discussions, deliberations and decision making in relation to the charity's strategy and policies.
2. To ensure that the charity's affairs are conducted to the highest standards and with appropriate governance, risk management, budgetary and financial procedures.
3. To show leadership to the Board and staff in their efforts to raise funds to support the charity's work, including at fund-raising events and through the charity's relationship with its voluntary supporters and donors.
4. To structure the Board's work through planning, with the chief executive, the annual cycle of Board meetings, determining agendas, chairing discussions and ensuring decisions are taken, recorded and implemented.
5. To ensure that appropriate elements of the Board's work are effectively delegated to Committees of the Board, and to chair or join those committees when necessary.
6. To consult, provide support to and challenge Arvon's chief executive with regard to all aspects of the charity's affairs, and particularly to help her to deliver the strategic objectives set by the Board and to secure the resources required to do so.
7. To lead the process of recruiting and appraising the performance of the chief executive, and also of Arvon Board members, to ensure a strong and diverse Board.
8. To represent the charity, when necessary, at meetings with stakeholders, including Arts Council England, and to act as spokesperson for the charity as required.

## Arvon Chair: Person Specification

The Chair of Arvon may come from one of many walks of life, and will be able to demonstrate the following skills and experience:

1. Leadership – sound judgement, strategic thinker, persuasiveness, ability to carry others with them
2. Advocacy-- articulate, confident, likely to attract others to become involved with Arvon (e.g. as Trustees)
3. Understanding or experience of the arts or the education world, and the transforming power of self-expression
4. Fundraising – understanding of the importance of fundraising to the arts, willingness to donate (within their means) as an example when asking other for money, credibility when doing so, contacts who will help if possible
5. Working with CEO and staff - strong empathy for people, awareness of the issues that may arise in management of a small organisation, willingness to be available to discuss problems
6. Commercial/ financial understanding – able to understand the financial drivers of Arvon, and to contribute to the development of the thinking in relation to both revenue and capital funding
7. Understanding of the equality agenda – awareness of the need to improve participation of under-

represented groups at Board level

8. Ability to chair a board meeting –getting the best from others, ensuring issues have a full debate and getting to a decision acceptable to the Board

9. The Chair must be available to engage with Arvon for three days a month regularly, including contact by phone or e-mail.

## Arvon Fact File

**Name:** Arvon (The Arvon Foundation)



*"The single most important organisation for sharing and exploring creative writing in the UK."*  
Carol Ann Duffy, Poet Laureate

### **Address:**

#### Arvon National

Free Word, 60 Farringdon Road, London EC1R 3GA

#### The Hurst

The John Osborne Arvon Centre, Clunton, Craven Arms, Shropshire SY7 0JA

#### Lumb Bank

The Ted Hughes Arvon Centre, Heptonstall, Hebden Bridge, West Yorkshire HX7 6DF

#### Totleigh Barton

Sheepwash, Beaworthy, Devon EX21 5NS

### **Affiliations with other relevant organisations:**

The Free Word Centre hosts Arvon and various other resident organisations whose work spans literature, literacy and free expression.

### **Charitable Status:**

Registered Charity

Charity Number: 306694

### **A brief history of Arvon**

Arvon was founded by two poets, John Moat and John Fairfax, with the original aim of providing time and space away from school for young people to write poetry. John Moat wrote that they were inspired to create Arvon *"as a place where individuals, and in particular young committed writers, could be given a sanctuary away from...the creative deprivation imposed by the system of standard education – and there offered...the guidance of writers"*.

The first residential course was run in a community centre in Devon, for a group of 16-18 year olds from a range of Devon schools. Totleigh Barton in Devon became Arvon's first centre in 1972.

In 1975 Arvon began running courses at Lumb Bank near Hebden Bridge, Yorkshire. This was the

former home of Ted Hughes. Ted Hughes was a guest on this first course, and played an important role in the subsequent growth of Arvon into a national creative writing organisation. From the outset, it was the belief of the founders that an Arvon Centre was a 'Freehouse of the Imagination', and as such didn't belong to, but was owned by anyone and everyone who opened themselves to being part of its life. In 1989, after a national fundraising campaign, Arvon bought Lumb Bank from the Hughes Family Trust.

In 1999, with the help of an Arts Council grant, Arvon acquired The Hurst, the former home of playwright John Osborne, in Shropshire. In 2016, Arvon launched a pilot programme of writing retreats at The Clockhouse, a purpose designed building in the grounds of The Hurst.

### Present policies and priorities

The Arvon Business Plan 2015-17\* has four key aims:

1. To produce high quality residential writing courses that champion creativity in our unique writing houses in England.
2. To extend our reach and support for writers from all parts of society, and to advocate for the possibility of transformation through creative writing.
3. To establish a new offering to talented writers.
4. To make sure our business model is sustainable and resilient, to enable us to be bold and ambitious.

*\*Business Plan last updated: April 2015*

### The Arvon Team

Number of full time staff:	16
Number of part time staff:	15
Number of volunteers:	11

### Arvon Alumni

Arvon has had a deep and lasting influence on literature in the UK— generations of writers have acknowledged the significance of Arvon in their careers. All of the writers below have returned to Arvon as tutors.

- Nick Stimson, aged 16, attended the very first residential Arvon course in 1968, held for a group of school children in Devon. He is an award-winning playwright and theatre director and cites his Arvon experience as transformative.
- Poets David Morley, winner of the Ted Hughes Prize 2015 and Lemn Sissay MBE, Chancellor of the University of Manchester, were on the same course as teenagers.
- Costa Book Award winner Andrew Miller came on an Arvon course when he was 18 and his tutor was Angela Carter. Booker prize winner Pat Barker and novelist Maggie Gee OBE were also taught on Arvon courses by Angela Carter.
- Paul Abbott, BAFTA award-winning screenwriter of *Shameless* and *State of Play* came on an Arvon course when he was 20, tutored by Willy Russell (*Blood Brothers*, *Educating Rita*). Tim Firth, writer of *Calendar Girls* attended a course when he was 18 and was also tutored by Willy Russell.

Arvon plays a key role in supporting new talent. All three writers below received a grant to attend an Arvon course.

- **Warsan Shire** was named as the first Young Poet Laureate for London. Warsan's poetry features on Beyoncé's acclaimed "visual" album, *Lemonade*.
- Poet and playwright **Inua Ellams** was listed on the inaugural BBC New Talent Hotlist 2017 'identifying over 200 broadcasting stars of the future'. His new play *Barber Shop Chronicles* premiered at the National Theatre in June.
- **Winnie M Li's** debut novel *Dark Chapter* was published in June. Winnie was shortlisted for the SI Leeds Literary Prize 2016, awarded biennially to an outstanding unpublished fiction manuscript by a BAME woman writer.

## Recent successes

In May 2015 Arvon was one of only eight arts organisations to receive Arts Council England Research Grant funding towards our *Teachers as Writers* project. This two-year research grant has enabled us to work with the University of Exeter and the Open University to undertake the first international study to rigorously evaluate the impact that developing teachers' skills and confidence as writers has on their students. The research findings and project report will be released in summer 2017.

We launched a pilot programme of writing retreats at The Clockhouse, a purpose designed building located in the grounds of The Hurst, our Shropshire writing centre. Thanks to the generous support of an individual donor and Arts Council England we have been able to renovate The Clockhouse. We believe that untutored retreats will enhance and refresh Arvon's artistic reputation enabling us to offer a new strand of artistic support to writers. The Clockhouse enables a further 180 writers to attend a week-long writing retreat each year, generating an additional source of earned income for Arvon.

The Crenham Award was launched in March 2016 in memory of Arvon co-founder John Moat. The Award is a three-year initiative to bring more marginalised young people and adults to Arvon. Liverpool Waves of Hope was the first partner programme to benefit from the Crenham Award, attending a residential week in December 2016. The individuals involved are volunteer mentors who have experienced difficulties with substance misuse, mental health, homelessness and/or offending, and now provide inspiration and support to those who are still in that situation.

## Arvon's Impact

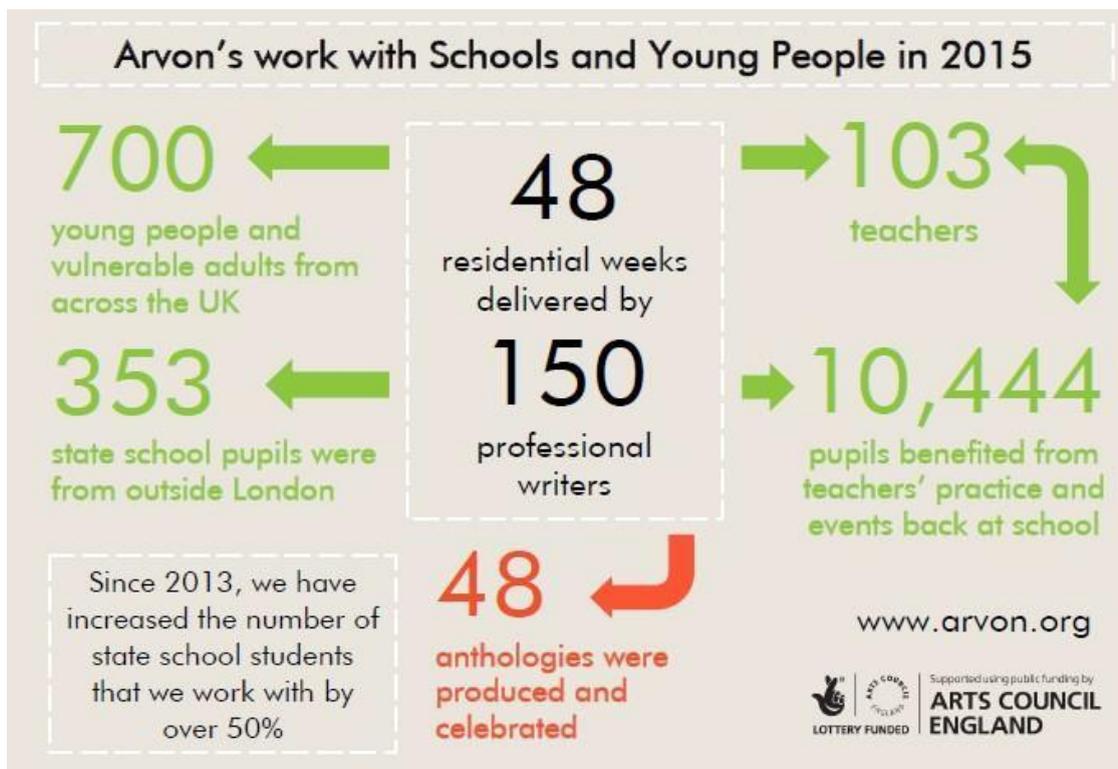
Each year Arvon delivers over 80 residential writing courses in our centres through our public course programme, attended by more than 1,200 aspiring writers. In addition, we host up to 50 residential weeks for schools and community groups, reaching over 700 young people and vulnerable adults.

Learning and Participation Programme (schools, young people and community groups)  
Independent evaluation of our work shows that attending an Arvon week has a transformative effect on participants, explicitly relating to:

- young people's wellbeing
- raised educational attainment
- enhanced creative capacity
- changes in attitude
- deepened engagement with writing and learning

Josh, a student from Barnsley, took part in Arvon's *Writing the Game* project, which harnesses participants' love of football to engage them with writing and learning. He described how the Arvon residential was the only place where he felt he had been treated as an individual and not a 'bad lad'. The experience gave him the confidence to tell his story of difficult beginnings and living in six different English towns and cities during his childhood, a run of exclusions and time spent in a Learning Support Unit. From the likelihood that he would not achieve good GCSE results, Josh went on to complete 12 GCSEs and is now studying film and television at College.

*"There's no other experience like the one offered by Arvon to encourage enthusiasm and confidence in our young people. After experiencing a week at The Hurst, I could tell that our students had been given an opportunity that would see them progress faster than students who hadn't been on the trip. I watched their data closely and in the first month after we got back and it was just as I expected, I saw their levels surging ahead of their peers. In the second month, I saw that trend coming to an end and the gap closed. What surprised me was that instead of the Arvon students levelling out and their progress slowing, the other students were catching up... I realised that the reason the students who went on the trip were no longer ahead of their peers wasn't because they'd stopped making rapid progress or that the effect of Arvon was limited to a single month but instead it was so much stronger than I had expected. Instead of keeping the experience to themselves, the students who had been to The Hurst were sharing what they'd learned. Without being asked, they were helping their classmates, teaching them the lessons and skills they'd been taught. The effect of this trip went beyond the students who participated in that week, it had a positive impact on the students around them." - English Teacher, Islington Arts and Media School*



### Grants Scheme

To ensure that we support the most diverse range of voices possible to attend our public courses, Arvon administers a grants scheme, judged by financial need and applicants' commitment to developing their writing. Each year, we award around 150 grants providing access to creative writing training for those on low incomes, who come from marginalised groups, or who face challenging lives due to ill health or other reasons. We aim to support 15% our audience.

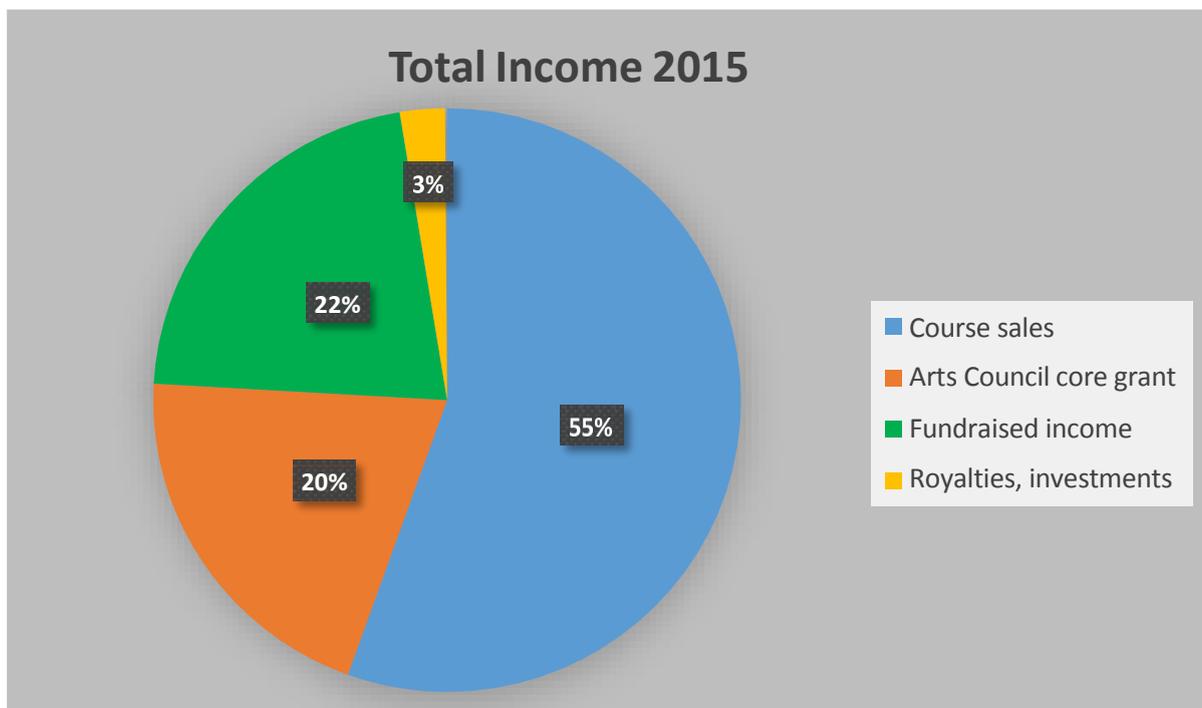
The fund for the Grant Scheme is made up of support from Arts Council England, a contribution of Arvon's course sales, interest on an endowment, individual supporters, corporate donations and a growing number of Trusts and Foundations. In 2016, Arvon raised over £35,000 towards the Grants Scheme.

The Grants Scheme has supported many writers at the beginning of their careers increasing access to literature and the arts for over 40 years, building a legacy of talented, diverse writers in the UK. We believe that everyone should have the opportunity to reach their creative potential. For individuals who are on a low income for a variety of reasons – because they are young, out of work, are a full-time carer, manage with a disability and so on – the course has a powerful effect, raising aspirations and building confidence.

Selina Nwulu, originally from South Yorkshire, received a grant in 2013 to attend a poetry course at The Hurst: *“I was so grateful to receive the grant and be on the course...I certainly could not have done this course without it”*. Following the course, Selina’s debut poetry collection *‘The Secrets I Let Slip’* was published by Burning Eye Books and she was appointed as the 2016 Young Poet Laureate for London, a position awarded annually to a poet aged between 18-25 living in London.

**Financial Overview:**

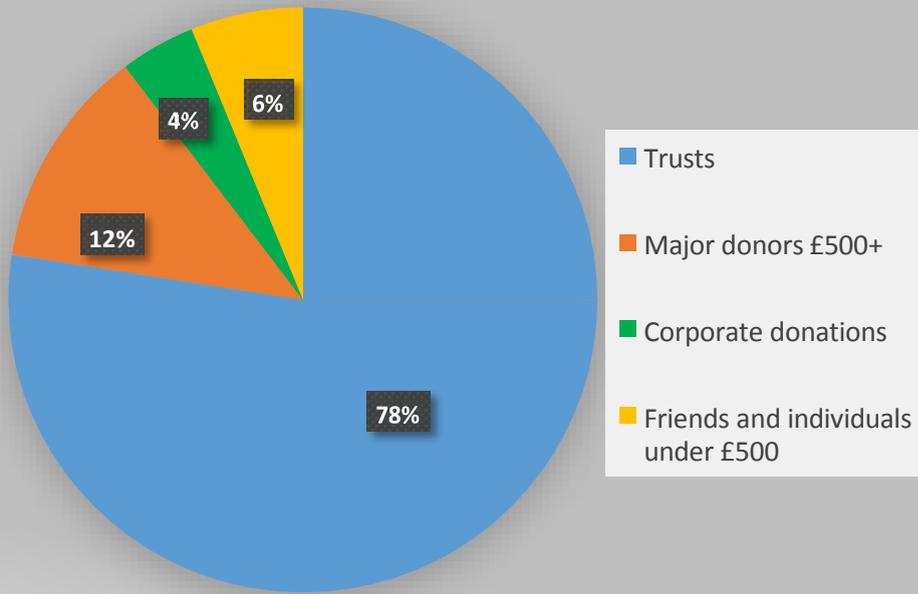
- Total income 2015: £1,837,813 (2014: £2,123,820)
- Total expenditure 2015: £2,023,812 (2014: £1,811,036)
- Overall negative net movement in funds for the year of £56,631 (2014: positive £320,125).
- Level of free reserves is equivalent to 3.1 months of unrestricted expenditure.



**Fundraising Overview:**

All our courses are subsidised to keep them affordable. The income we receive from Arts Council England and course sales does not cover our full running costs. Arvon has to raise an additional £400,000 a year from Trusts and Foundations, corporate donations and individual supporters.

## Fundraised income by source, 2016



## Arvon's Board of Trustees

Arvon's Board currently consists of 11 members including the chair. They are as follows:

**Alistair Burtenshaw (Chair)** – Alistair is Director of The Charleston Trust, the charity responsible for Charleston, the Bloomsbury Group house- museum, the Charleston Festival and Small Wonder Short Story Festival. A Fellow of The Royal Society of Arts, Alistair is also Director of Publishing Connections Ltd, a consultancy that supports organisations in the books and arts sectors. An alumnus of Yale University's Leadership Strategies for Book Publishing course, Advisory Board Member for the Oxford International Centre for Publishing Studies and media commentator, Alistair has spoken around the globe on issues related to the global books and publishing sector



**Dr Judith Abbott** – Judith has been Director of Finance & Resources at Harrow College since 2011, where she is responsible for Finance, IT, Estates, HR and Student Records, and has implemented a new Estates Strategy consisting of c. £15million of grant funding and £1million bank loan, returning the college to a sustainable financial position. Judith has over 20 years' Blue Chip finance experience at Ford Motor Company and subsidiaries including over 10 years at a Senior Manager/Director level. Since 2006 Judith has held Senior Manager/Director level positions in the not for profit sector including, Director of Finance for Energy Saving Trust Ltd and Head of Strategic Planning and Control for Action for Children.



**Meriel Schindler** – Meriel is a Partner and Head of Employment at Withers Worldwide law firm, advising senior executives and employers. Meriel is a trained mediator and used to write regularly for The Guardian, offering legal counsel to readers.



**Simon Trewin** – Simon is a Partner and Head of the London Literary Department at WME talent and literary agency. A literary agent since 1993, he is a former Secretary of the Association of Authors Agents and a three-time nominee for the Bookseller Industry Awards Literary Agent of the Year. He has worked with a diverse list of authors including 2012 Costa Book of the Year winner Andrew Miller, former British Poet laureate Andrew Motion, Facebook's C.O.O. Sheryl Sandberg, graphic novel wunderkind Isabel Greenberg and multi Irish Book Award winner John Boyne. He is a supporter of emerging fiction voices and has supported the international debuts by a number of his clients including Alix Christie and Laline Paull.



**Andy Wimble** – After graduating in Landscape Architecture at Manchester Polytechnic in 1976, Andy worked briefly in both private practice and local government. He has spent most of my career working for government agencies. His work prior to joining English Heritage was principally as a member of multi-disciplinary design teams working on a wide range of projects, from feasibility through to detail design and construction. Recent work has included prestige projects such as the International Maritime Headquarters on Albert Embankment, the International Conference Centre, Westminster, and the Princess of Wales Conservatory, Royal Botanical Gardens, Kew.



**Kit de Waal** is a writer and freelance consultant editor with a background in criminal and family law. She was a magistrate for several years and sits on adoption panels and has written training manuals on adoption and foster care. Her writing has received numerous awards including the Bridport Flash Fiction Prize 2014 and 2015 and the SI Leeds Literary Reader's Choice Prize 2014. Her first novel My Name is Leon was published by Viking Penguin in 2016.



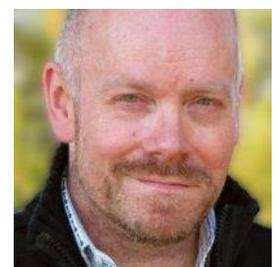
**Nick Makoha** is a poet, performer, workshop leader and mentor. Born in Uganda, Nick fled the country due to the civil war in the 1970s. Nick has presented his work for the British Council in Finland, Czech Republic, USA and the Netherlands. Nick was one of ten contemporary poets to be selected for Spread the Word's Complete Works mentoring programme. His one man show, My Father & Other Superheroes, premiered at The London Literature Festival in 2013. He is the winner of 2015 Brunel African Poetry award.



**Honor Wilson-Fletcher** is CEO of the charity British Exploring Society. She has had varied career across the public, commercial and charitable sectors, including several start-up roles. She was previously CEO of the Aldridge Foundation, the schools academy chain, and has also worked for the National Literacy Trust, Southbank Centre, The British Museum and a number of publishers, including Hodder Headline, Transworld and Penguin Books. In 2010 she was awarded an MBE for Services to Education.



**Ashley Holloway** has delivered digital strategies, and new operating models for Virgin Media TV, Ann Summers, Sainsbury's and most recently has been Director, Business Partnerships & Strategy for Penguin Random House, where he led the Random House Publishing Solutions team through a full restructure, established a new digital platform, operational model and publishing technology roadmap, specifically for authors and customers. Ashley has significant experience of team management, contract negotiation and is a regular blogger on [spareheadmedia.com](http://spareheadmedia.com)



**Daljit Nagra** is an award-winning poet, author and academic. His works include *Ramayana*, *Look We Have Coming to Dover!* and the forthcoming, *British Museum*. His poetry has featured in *Norton Anthology of English Literature*, *1914 Poetry Remembered* and *London: A History of Verse*. Daljit teaches poetry at Brunel University, is a Visiting Professor at Royal Holloway and is poet in residence for Radio 4. He also has 20 years of secondary school teaching experience.



**Neil Harris** is Head of Finance at the Blackheath Conservatoire and has over 30 years financial and commercial experience. He is a trustee of A New Direction, the Arts Council funded arts and education bridge charity for London and a member of the Institute for Chartered Accountants in England and Wales (FCA). Neil was a Partner at Deloitte LLP for 24 years and worked with public sector organisations, such as RSPCA, Ravensbourne College, Royal Engineers and Oxford University Press. He also has significant experience in the technology, real estate and business support sectors.



## Board Structure and Sub-Committees

The Board's processes are overseen by the Chair, Alistair Burtenshaw. His work, and the decision making of the rest of the Board, is informed by sub-committees (Finance, Properties and Nominations).

### The Finance Committee

The governance structure of the Arvon Foundation is illustrated by the following diagram: The Finance Committee meets four times a year and oversees the annual audit, risk register and financial position of Arvon, making recommendations and reports to the Board. The Finance Committee is responsible for overseeing the production of quarterly and annual accounts, monitoring management accounts, controlling the Foundation's investments, overseeing review processes, approving the budget and risk register and assisting with the work of the finance team.

Current members of the Committee:

- Dr Judith Abbott (Chair)
- Alistair Burtenshaw
- Simon Trewin
- Ashley Holloway
- Honor Wilson-Fletcher

Staff in attendance:

- Ruth Borthwick – Chief Executive and Artistic Director
- Richard Haseldine - Director of Finance and Resources
- Kathryn Beale – Head of Development

### The Properties Committee

This committee is responsible for the maintenance and conservation of Arvon’s properties. It considers issues relating to the management and upkeep of centres, along with any new, ongoing or proposed capital projects. It is responsible for all issues relating to these matters, and its duties include overseeing any reviews of the state of the properties, considering local planning matters and sourcing tenders for any construction work that is taking place.

The committee meets three times a year.

Current members of the committee:

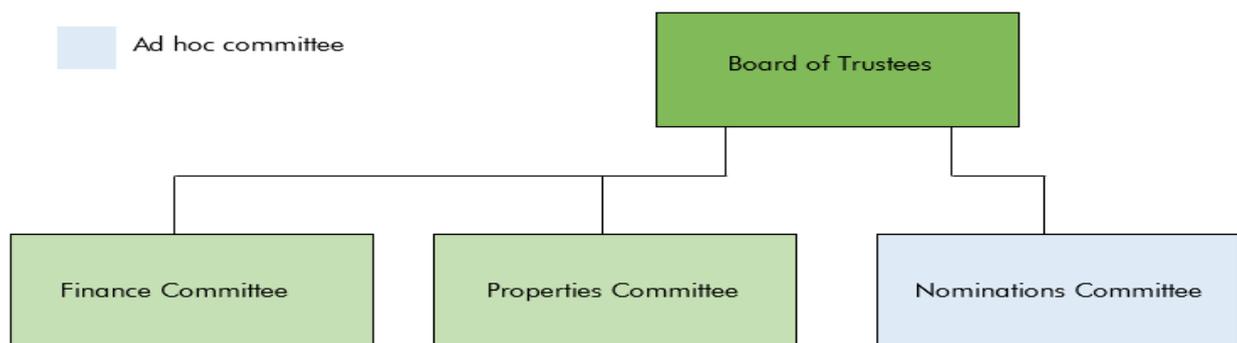
- Neil Harris (Chair)
- Alistair Burtenshaw
- Andy Wimble
- Nick Makoha
- Daljit Nagra

Staff in attendance:

- Ruth Borthwick – Chief Executive and Artistic Director
- Richard Haseldine - Director of Finance and Resources
- Rebecca Thompson - Property Manager

### The Nominations Committee

The Nominations Committee meets to consider any occurring Trustee vacancies, and makes recommendations to the Chair about who might ideally fill any skills or background areas currently not represented on the Board. The Committee then ensures that an appropriately open and rigorous recruitment process is undertaken. Prospective Trustees must be met by at least two current Trustees before their names are submitted to the Board for final approval.



### Forthcoming Board Meeting dates for 2017

- Saturday 8 July at The Hurst, Shropshire - 12.30pm lunch, meeting begins 3pm
- Weds 1 November 3pm at Free Word Centre, London

## How to apply and timetable

**How to apply:** please send your up-to-date CV together with a letter of not more than 500 words, explaining why you are interested, how you meet the person specification and what you will bring to the position of Chair of Arvon to: [jocridley@jmrc.co.uk](mailto:jocridley@jmrc.co.uk), or by post addressed to JMR Consultants, 3 Hayesfield Park, Bath BA2 4QE.

**Recruitment Timetable:** Please ensure that you will be able to meet the deadlines and interview dates. If you have concerns about any of them, please let me know. In particular:

- Friday 21 July Closing date for applications
- w/c 17 & 14 August First interviews with JMR Consultants
- w/c 4 or 11 September tbc Informal meetings with the CE
- w/c 11 or 18 September tbc Shortlist interviews

If you have any other queries or concerns at any stage in the recruitment process, please do not hesitate to contact me on 07976 395688 or by e-mail to the following address: [jocridley@jmrc.co.uk](mailto:jocridley@jmrc.co.uk)

We look forward to hearing from you and to receiving your application.

Jocelyn Ridley  
JMR Consultants

Information about Arvon can be found at [www.arvon.org](http://www.arvon.org).

# Arvon Equal Opportunities Monitoring Form 2017



Arvon is an equal opportunities employer. By completing this form and returning with your application you can help us to ensure that we make all our job opportunities as open as possible. This form is anonymous and will be separated from your application before shortlisting. Thank you.

**YOUR AGE:** (please tick one box)

18 – 25     26 – 35     36 – 45     46 – 55     56 – 65     66+

**GENDER:** (please tick one box)

Female     Male     Non-binary     Prefer not to say

**YOUR ETHNIC BACKGROUND:** (please tick one box)

<b>White</b>	English <input type="checkbox"/>	Gypsy or Irish Traveller <input type="checkbox"/>
	Scottish <input type="checkbox"/>	Irish <input type="checkbox"/>
	Welsh <input type="checkbox"/>	Any other White <input type="checkbox"/>
	Northern Irish <input type="checkbox"/>	background
<b>Mixed or multiple Ethnicity</b>	White and black Caribbean <input type="checkbox"/>	White and Asian <input type="checkbox"/>
	White and black African <input type="checkbox"/>	Any other mixed <input type="checkbox"/>
		background
<b>Asian/Asian British</b>	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>
	Pakistani <input type="checkbox"/>	Any other Asian <input type="checkbox"/>
		background
<b>Black/Black British</b>	African <input type="checkbox"/>	Any other black <input type="checkbox"/>
		background
<b>Other ethnic group</b>	Arab <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>
<b>Prefer not to say</b>	<input type="checkbox"/>	

## DISABILITY

The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long term adverse effect on their ability to perform normal day to day activities. It also covers people who have been diagnosed with HIV, cancer or multiple sclerosis.

Does the definition above apply to you? (please tick one box)

Yes       No       Prefer not to say

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Many thanks for your help.

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