



Department for  
Digital, Culture,  
Media & Sport

**APPLICANT PACK**

# Trustees x 6

# Wallace

# Collection

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## Public Appointments

The Prime Minister wishes to appoint up to six new Trustees to the Wallace Collection. These Trustees will bring experience and expertise in one or more of the following areas: fundraising, architecture/buildings conservation, academic/curatorial/conservation, human resources and international. The successful candidates will contribute to the governance of the Wallace Collection and the delivery of its objectives.

DCMS is committed to eliminating discrimination and advancing equality of opportunity in its public appointments. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes. This ensures that boards of public bodies benefit from a full range of diverse perspectives and are representative of the people they serve.



List staff number here



Where it is based



When it was set up



## The Wallace Collection

The Wallace Collection is a collection of the fine and decorative arts formed in the eighteenth and nineteenth centuries by four successive Marquesses of Hertford and the 4th Marquess's son, Sir Richard Wallace. It was left to the British nation in 1897 and opened as a national museum in June 1900 in Hertford House, Manchester Square, W1, a grade II listed building in central London. The museum is internationally famous for its collection of French eighteenth-century art, European and Asian arms and armour and for its Old Master paintings.

It is managed by a Director who reports to a board of Trustees appointed by the Prime Minister and is financed by a combination of grant-in-aid from the central government and self-generated income.

Further information on the Wallace Collection can be found on its website at <http://www.wallacecollection.org>.



List staff number here



Where it is based



When it was set up



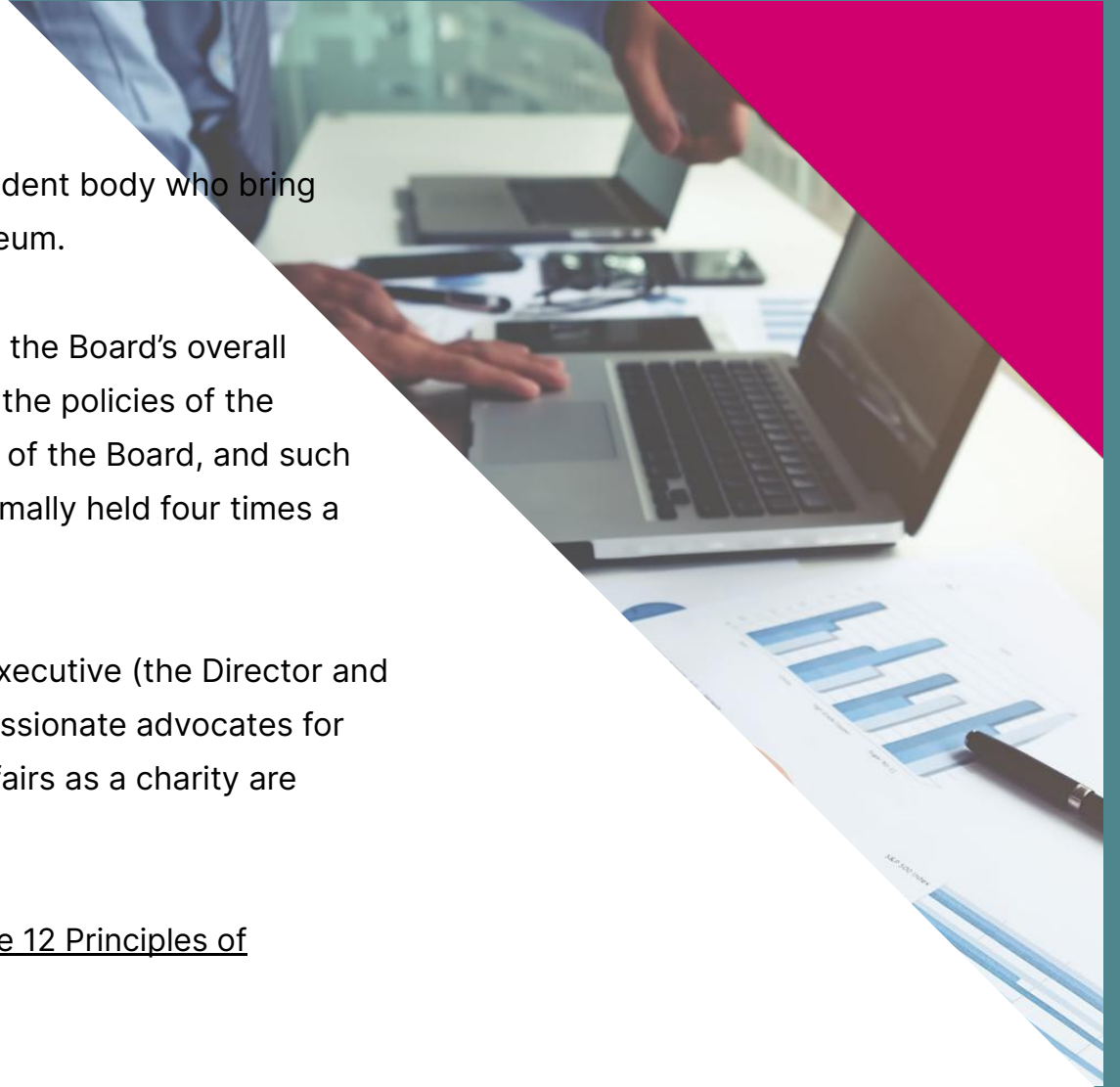
# The Role of Trustees

The Board of Trustees of the Wallace Collection is an independent body who bring in-depth and diverse expertise to the governance of the museum.

The chief role of the Trustees is to assist the Chair in meeting the Board's overall responsibilities, in accordance with their statutory duties and the policies of the Secretary of State. They must be able to attend the meetings of the Board, and such other meetings as may be necessary. Board meetings are normally held four times a year.

The Board of Trustees offers guidance and expertise to the Executive (the Director and staff of the Wallace Collection). They must be positive and passionate advocates for the museum and its core mission, and must ensure that its affairs as a charity are conducted appropriately.

Trustees must adhere to the Seven Principles of Public Life, the 12 Principles of Governance.



# What are the roles?



The Wallace Collection wishes to appoint up to six new Trustees who can drive forward the ongoing transformation of the museum into a truly diverse and world-leading organisation.

DCMS and the Wallace Collection are committed to ensuring that its public appointments are diverse and benefit from a broad range of skills and outlooks. The Wallace Collection and DCMS encourage applications from those whose experiences and perspectives are currently under-represented on the Board and in the museum sector, and with specific skills and expertise in the following areas:

- Academic/curatorial/conservation
- Architecture/buildings
- Fundraising
- International
- Human Resources

# Essential Criteria

All Applicants to any of the six Trustee roles will be required to demonstrate the below qualities in their application:

- Enthusiasm for the Wallace Collection and a strong interest in its work and collections;
- An understanding of, and commitment to the mission and values of the Wallace Collection; and
- A strong commitment to preserving cultural heritage, and improving education and understanding of British and world history.

# Additional Criteria

In addition to the essential criteria outlined above, candidates for individual Trustee roles should also be able to demonstrate the following criteria:

## **Academic Trustee**

- A strong academic record or career or expertise in curatorial/conservation;
- The ability to assist the Wallace Collection in its relationships with research bodies, universities, and academic partners across the UK and internationally.

## **Architect/historic buildings Trustee**

- Expertise and experience in architecture and historic buildings conservation;
- Experience in developing the potential of heritage sites;
- Understanding of the workings of high level capital projects and the strategic management of extensive estates.

# Additional Criteria

In addition to the essential criteria outlined above, candidates for individual Trustee roles should also be able to demonstrate the following criteria:

## **Fundraising Trustees (to meet one of the below criteria)**

- A strong record of fundraising and the ability to actively cultivate donors and mobilise their network to support the Collection's ambitions and an imaginative approach to fundraising;

**OR**

- Commercial awareness and an understanding of opportunities for increased self-generated growth.

## **People Leadership/Human Resources Trustee**

- Experience of people management through leading an organisation or professional experience in the Human Resources field, to guide and support the Wallace Collection with its strategic development.

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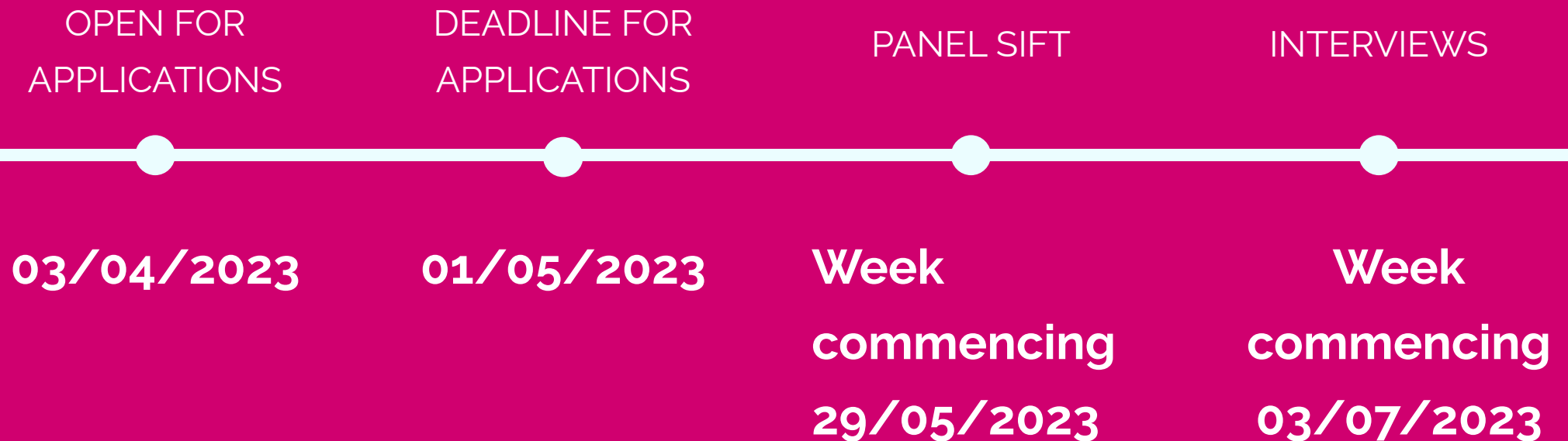
# Additional Criteria

In addition to the essential criteria outlined above, candidates for individual Trustee roles should also be able to demonstrate the following criteria:

## **International Trustee**

- A wide and diverse network of contacts with the ability to marshal international expertise to support the museum;
- The ability to connect the Wallace Collection to UK and global creative and philanthropic partners, expanding on the communities engaged with the Wallace Collection.

# Key dates



Please note these times are subject to change.



## STEP 1

### **CV**

on no more than 2 sides of A4



## STEP 2

### **Statement of suitability**

Describe how you meet the criteria for this role, on 2 sides of A4.



## STEP 3

A Conflict of Interest form and a Disability Monitoring Form available on the advert page..

# How to apply

Completed applications should be emailed to:  
[publicappointments@dcms.gov.uk](mailto:publicappointments@dcms.gov.uk)

Please put 'Wallace Collection' and specify which role you wish to apply for' in the Subject line. Please note you can apply for more than one role.



This appointments process adheres to the Cabinet Office Governance Code on Public Appointments, which is regulated by the Commissioner for Public Appointments.

### **Eligibility Criteria**

You cannot be considered for a public appointment if:

you become bankrupt or make an arrangement with a creditor

your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;

you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;

you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);

you become subject to a debt relief order or a bankruptcy restrictions order;

you fail to declare any conflict of interest.

### **Conflicts of Interest and Due Diligence**

If you have any interests that might be relevant to the work of The Gambling Commission, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.

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Contact us

Interested in  
other DCMS  
Appointments?

PUBLIC APPOINTMENTS TEAM

[publicappointments@dcms.gov.uk](mailto:publicappointments@dcms.gov.uk)

Campaign Manager: Victoria Watts

[victoria.watts@dcms.gov.uk](mailto:victoria.watts@dcms.gov.uk)

JOIN THE DCMS PUBLIC  
APPOINTMENTS NETWORK

Hear about vacancies that match your  
interests, attend events, and more.

[Click here](#) or email the address  
above.