



Department  
for Culture,  
Media & Sport

# MUSEUM OF THE HOME

## Applicant Pack

Chair

Museum of the Home

# Introduction

The Secretary of State wishes to appoint a Chair to the Board of Trustees of Museum of the Home.

‘Museum of the Home is uniquely placed to address one of the most important aspects of ourselves - the way we live - and is fast evolving as a centre of thought and ideas on the meaning of home - past, present and future’.

*Sonia Solicari, Director, Museum of the Home*

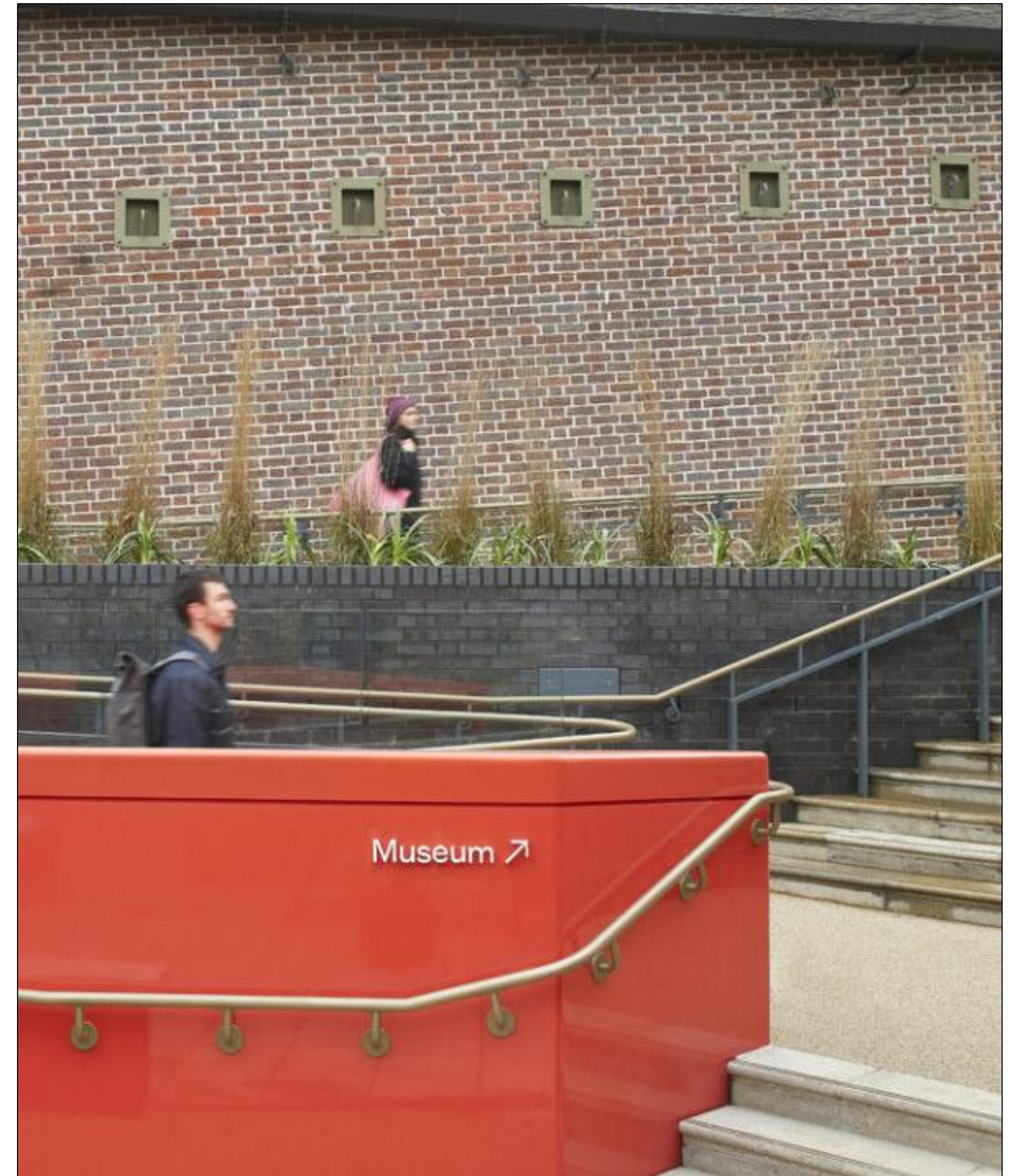


# Museum of the Home

Museum of the Home wishes to appoint a Chair to advance and develop the ongoing transformation of our Museum as the place to explore and debate the meaning of home. This appointment, made by the Secretary of State at the Department for Culture, Media and Sport, carries a four-year term.

Since re-opening in 2021, following an £18.8m refurbishment, Museum of the Home is realising its vision with issues-focused programming and a celebration of diverse collections that pose the question 'What does home mean to you?'. Phase 1 of our Real Rooms Project - a complete re-display of our famous room-sets, from the 1860s to the present day - will see rooms re-open to the public in summer 2024. The challenges for the next Chair centre around ensuring that the Museum continues to be a vibrant place, welcoming to all, whilst realising our aim of being carbon neutral by 2040 and growing our commercial income in line with our values.

Museum of the Home and DCMS are committed to ensuring their public appointments are diverse and benefit from a broad range of skills and perspectives, in order to be representative of all the people the Museum serves. We encourage applications from those whose experiences and perspectives are currently under-represented on our Board and in the museum sector.





# Museum of the Home Board

The Board of Trustees has overall responsibility for management of the Museum. The Board delegate this authority to our Director, Sonia Solicari.

The Board of Trustees is currently made up of 14 members, including the Chair. The Secretary of State for Culture appoints the Chair and three trustees; the Board appoints the remaining trustees. The Board meets four to six times a year.

The Director, who is appointed Accounting Officer by DCMS, is responsible to the Board of Trustees for the development of the Museum and its day-to-day management.

The Leadership Team is the key decision-making team that looks after operations and delivers the Museum's strategy and action plans.

# Time Commitment

The term of office will last four years and the time commitment is likely to average:

- 16 hours over the year for Board meetings, the Annual General Meeting and an Away Day.
- 15-20 hours over the year for attendance at sub-committees.
- 2-5 days per month for reading and preparing papers, meeting the Director and other trustees, and other general work related to the role.

There is no automatic presumption of reappointment; reappointments and extensions require the agreement of Ministers.



# Essential Criteria

All candidates will need to demonstrate in their application the following essential criteria to a high standard:

- Strong enthusiasm for Museum of the Home and its potential, an ability to think strategically and to support the Museum in achieving its core purpose and vision;
- The ability to chair and lead the board effectively, to promote high-quality discussion and ensure all voices are heard;
- Good communication skills, with the ability to act as a spokesperson and advocate for the Museum, forging strong relationships with all key stakeholders;
- The ability to encourage donors, sponsors and supporters to work with the Museum;
- An understanding, of and commitment to, the principles of corporate governance in the public and charity sector;
- A commitment to preserving cultural heritage, improving education and understanding of British and World history as it relates to the history of the home, and recognition of the importance of working in line with the Government's guidelines in relation to contested heritage as a DCMS-funded museum.



# Our Values

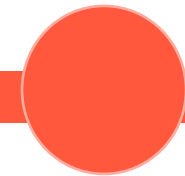
Candidates should also be able to demonstrate how they would support the Museum's core values:

- **Bold:** be brave in trying new things, taking action and fighting for change on issues affecting the ways we live.
- **Kind:** be friendly, generous and considerate in all our actions.
- **Eco-active:** embed climate action in all decision-making and encourage visitors to make eco-minded choices at home.
- **Equitable:** act transparently, ethically, inclusively - and allocate resources time and care equitably to meet needs.



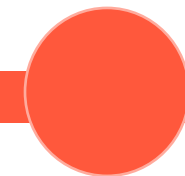
# Key Dates

OPEN FOR  
APPLICATIONS



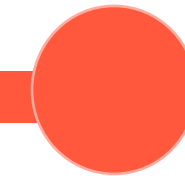
12 April

DEADLINE FOR  
APPLICATIONS



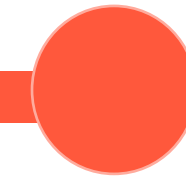
10 May

PANEL  
SIFT



20 May

INTERVIEWS



17 June

## Advisory Assessment Panel

- Ruth Hannant / Polly Payne – DCMS Director Generals for Policy Group - Panel Chair
- Dr Tom Stammers – Independent Panel Member
- Julie Kirkbride – Additional Panel Member

# Diversity and Inclusion

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the society they serve and this is an important part of the Government's levelling up agenda.

We collect data about applicants' characteristics and backgrounds, including information about people's educational and professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

When you submit your application, your responses are collected by the Cabinet Office and the government department(s) managing your application. The data is used to produce management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. **The information you provide will not be seen by the Advisory Assessment Panel who review applications against the advertised criteria and conduct interviews.**



# Disability Confident



We are a member of the Government's Disability Confident scheme. We use the Disability Confident scheme symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The scheme helps recruit and retain disabled people. As part of implementing the scheme, we guarantee an interview for anyone with a disability whose application meets the essential criteria for the role, set out in the advert, and who has asked that their application is considered under the scheme. Indicating that you wish your application to be considered under the scheme will in no way prejudice your application. By 'essential criteria', we mean that you must provide evidence which demonstrates that you meet the level of competence required under each of the essential criteria, as set out in the job-advert. When you apply you will have the opportunity to select if you would like your application to be considered under this scheme.

## Reasonable adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of common changes are:

- ensuring that application forms are available in different or accessible formats;
- making adaptations to interview locations;
- allowing candidates to present their skills and experience in a different way;
- giving additional detailed information on the selection / interview process in advance to allow candidates time to prepare themselves;
- allowing support workers, for example sign language interpreters;
- making provision for support animals to attend.

When you apply you will have the opportunity to request reasonable adjustments to the application process.

# Apply Online

Click to apply:

<https://apply-for-public-appointment.service.gov.uk/roles>

## 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.

## STEP 3

### Equality information

and information relating to any **outside interests or reputational issues**



# Terms and Conditions

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

In general, you should have the right to work in the UK to be eligible to apply for a public appointment.

The Government expects all holders of public office to work to the highest personal and professional standards.

You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986);
- have an unspent conviction on your criminal record;
- 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.

When you apply, you should declare if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this.
- you are subject to a current police investigation.
- You must inform the sponsor department if, during the application process, your circumstances change in respect of any of the above points.

When you apply you should also declare any relevant interests, highlighting any that you think may call into question your ability to properly discharge the responsibilities of the role you are applying for. You should also declare any other matters which may mean you may not be able to meet the requirements of the Code of Conduct of Board Members (see Outside interests and reputational issues section below)

If you need further advice, please contact [publicappointments@dcms.gov.uk](mailto:publicappointments@dcms.gov.uk)

# Contact Us

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