



Department
for Culture,
Media & Sport



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Commission for England and Wales Board Member

Public Appointment Candidate Pack

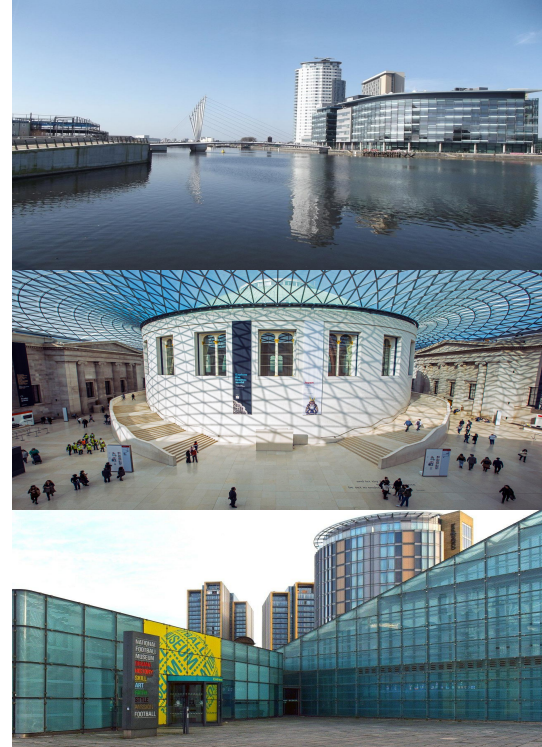
Closing time and date: 11:59pm, Monday 2nd December 2024



Introduction

The Secretary of State for the Department of Culture, Media and Sport wishes to appoint two new Board Members to the Charity Commission for England and Wales.

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.



About the Charity Commission for England and Wales

The Charity Commission is the independent registrar and regulator of charities in England and Wales. Its role is to register and regulate the charities in England and Wales, and to ensure that the public can support charities with confidence. It regulates over 168,000 registered charities and £88bn of charitable income. A non-Ministerial Department, it is based across four sites, employing approximately 480 staff and in 2023-2024 had a budget of £35.3m.

As registrar, the Commission is responsible for maintaining an accurate and up-to-date register of charities. This includes deciding whether organisations are charitable and should be registered. It also removes charities that are not considered to be charitable, no longer exist, or do not operate.

As regulator, the Commission has both compliance and enablement functions. It is responsible for investigating and monitoring charities' compliance with charity law and regulation; it takes enforcement action when there is malpractice or misconduct. It also provides online services and guidance to help charities run as effectively as possible, ensuring charities meet their legal requirements, and makes appropriate information about each registered charity widely available.

In February 2024, the commission launched its [Strategy 2024-2029](#). This strategy sets out the ambition to be the expert Charity Commission that is fair, balanced, and independent so that charity can thrive.

The strategy identifies five priorities that the Commission will seek to deliver against over the course of this strategy in order to achieve its ambition:

- We will be fair and proportionate in our work and clear about our role.
- We will support charities to get it right but take robust action where we see wrongdoing and harm.
- We will embrace technological innovation and strengthen how we use our data.
- We will be the expert Commission, where our people are empowered and enabled to deliver excellence in regulation.



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About the role

The Board provides leadership for the Commission's business and sets the strategic direction of the organisation. It operates collectively, advising on strategic matters, as well as scrutinising and challenging Commission policy and performance, with a view to the long-term health and success of the organisation.

The Board is supported by three communities, whose chairs and members are largely Board Members, working alongside members of the Executive.

Charity Commission Board Members:

- Ensure that the Commission effectively fulfils its statutory objectives, general functions and duties appropriately exercises its legal powers.
- Set the strategic direction of the Commission; set and agree overall policy and performance targets.
- Promote the strategy, values and reputation of the Commission.
- Approve the Commission's budget and business plans, and set the risk framework and policies within which the Executive operate.
- Monitor the Executive's performance against agreed plans and targets.
- Exercise their role through influence and advice, supporting as well as challenging the executive on performance and the effective management of the Commission.
- Operate in accordance with governance best practice, including understanding and abiding by the Charity Commission Governance Framework.
- Ensure they have sufficient knowledge and understanding of the Charity Commission's business to carry out their duties.
- Ensure they are familiar with any applicable guidance on the role of public sector non-executive directors and boards that may be issued from time to time by the Cabinet Office, HM Treasury or wider government.

What we are looking for?

The two vacancies are senior roles requiring people with the necessary non-executive skills and experience to assist the Chair in providing strategic leadership and oversight of the Charity Commission. The Commission's work is highly varied and engages with people and institutions throughout England Wales: the Board seeks to reflect that diversity in its composition.

Essential Criteria

Candidates must be able to demonstrate the following:

- Strong intellectual and analytical ability, with excellent listening and communication skills.
- A career record of achievement in the private, public and/or not-for-profit sector, with a history of operating effectively at Board level.
- A commitment to the charity sector.
- An understanding of the Charity Commission's work, including the importance of the effective, independent, proportionate, and impartial regulation of the charity sector.
- A commitment to improving opportunities for people throughout the UK and access to people from low socioeconomic backgrounds.

Additional Criteria

In addition to demonstrating the essential criteria, successful applicants must demonstrate at least one of the following additional criteria:

- Expertise in data, digital, technology, including a proven track record in the delivery of digital transformation.
- A 7 year general qualification within the meaning of section 71 of the Courts and Legal Services Act 1990.

Desirable Criteria

Applications are particularly welcomed from individuals with knowledge and expertise in the following area:

- Entrepreneurial experience, including experience in setting up and running a successful business.

Role details

Number of roles: x2 Board Members

Term of Appointment: The term is for three years.

Remuneration: Board Members will receive £350 per day. Reasonable expenses incurred on official Commission business will be reimbursed. No pension is payable for the appointment.

Time Commitment: The expected time commitment for Board Members is up to 24 days a year.

Location: Most of the Board members' work will be based at the Charity Commission's London or Liverpool Offices but we are keen to attract applicants from different geographical locations and travel expenses to meetings will be reimbursed, in line with Civil Service policies. In addition, the successful candidates will be expected to undertake some travel in connection with the role, for which reasonable expenses will be reimbursed, in line with the Charity Commission's policies.

Who can apply? You should have the right to work in the UK to be eligible to apply for a public appointment.

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.

Security Clearance required: The successful candidate will be required to undertake Baseline Personnel Security Standard checks in line with the Civil Service guidelines. Additional Security Clearance may also be required for certain roles. However, where this applies, candidates will be notified during the appointment process. Further information on National Security Vetting can be found on the Gov.uk website [here](#).

Selection process details

The Panel

The following individuals will make up the Advisory Assessment Panel:



Becky Morrison

DCMS Panel Chair
Director of Civil Society and Youth



Orlando Fraser

Chair of the Charity Commission



Claire Dove

Independent Panel Member

Advert closing date:	Monday 2nd December 2024
Shortlisting:	January 2025
Interviews:	February 2025

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

Shortlist

The Panel will assess applications against the eligibility criteria and decide which candidates have best met the criteria, who should be recommended for interview. Ministers will then be consulted on the Panel's recommended shortlist. If you have applied under the Disability Confident Scheme and you meet all the essential criteria, then you will also be invited for an interview.

Feedback

Please note you will only receive feedback if you reach the interview stage. Following interview, all candidates will receive a score along with some short written feedback on your performance at interview.

How to apply



In order to apply you will need to [create an account](#) or [sign in](#) to the Public Appointments website.

Once you are logged into your account, click on '[apply for this role](#)' and follow the on-screen instructions.

To apply, all candidates are required to provide:

- a Curriculum Vitae (CV)
- a supporting statement
- equality information
- information relating to any outside interests or reputational issues

We will ask you to check and confirm your personal details to ensure your application is accurate.

You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

The Advisory Assessment Panel reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the published deadline for applications.

For the **shortlist**, the Advisory Assessment Panel will select applicants demonstrating the best fit for the role by considering the evidence provided in your application.

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.

We collect data about applicants' characteristics and 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. The information you provide will not be seen by the Advisory Assessment Panel who review applications against the advertised criteria and conduct interviews.

We are a member of the **Government's Disability Confident scheme**. 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 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. When you apply you will have the opportunity to request reasonable adjustments to the application process.

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.

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 Charity 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.

Contact Us

If you have any questions about the role please contact Sarah Fairhead (sarah.fairhead@charitycommission.gov.uk).

If you have any questions about the appointments process, please contact the Campaign Manager, Emily Nixon (emily.nixon@dcms.gov.uk) or the Public Appointments Mailbox (publicappointments@dcms.gov.uk).

Join the [DCMS Public Appointments Network](#) if you would like to hear about DCMS Appointment opportunities, including future networking events, guidance for candidates and much more.



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