



Department
for Culture,
Media & Sport



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Commission for England and Wales Chair

Public Appointment Candidate Pack

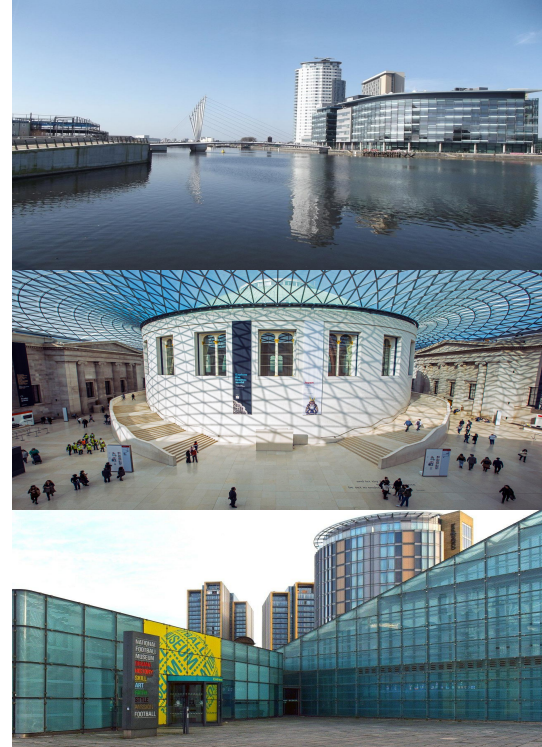
Closing time and date: Monday 28 July 2025, 11:59pm



Introduction

The Secretary of State for the Department of Culture, Media and Sport wishes to appoint a new Chair 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 170,000 registered charities and £102bn of charitable income. A non-Ministerial Department, it is based across four sites, employing approximately 457 staff and in 2024-2025 had a budget of £32.1m.

As registrar, the Commission is responsible for maintaining an accurate and up-to-date register of charities. This includes determining whether organisations are charitable and therefore should be registered. It also removes charities that are no longer considered to be charities, have ceased to 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 speak with authority and credibility, free from the influence of others.
- 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.

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 Chair leads and ensures the effective operation of the Board and its sub-committees.

The Chair is responsible for:

- ensuring that the Commission fulfils its statutory objectives, general functions and duties and appropriately exercises its legal powers
- ensuring delivery of the Commission's 2024-2029 strategy
- developing the organisation's key relationships with DCMS, Ministers, wider government, sector bodies and other major stakeholders
- setting the Board's agenda, focusing primarily on strategy, performance, accountability and risk, and promoting constructive board debate and effective decision making
- ensuring that Board members operate in accordance with governance best practice and the Nolan principles of standards in public life
- keeping the composition of the Board under review and making timely recommendations to the Secretary of State for Culture, Media and Sport on the appointment of new members and reappointment of existing members
- with Board members, establishing, monitoring and reviewing governance structures, systems and processes
- jointly with the Chief Executive, communicating the organisation's strategy, plans and achievements to stakeholders, including charities and their users, the organisation's staff, the government and the public
- supporting and performance managing the Chief Executive, including agreeing objectives and undertaking an annual appraisal, following consultation with other Commission members
- establishing a good relationship with the Chief Executive and Executive Directors, providing advice and support while respecting their responsibilities, including the responsibilities of the Chief Executive as Accounting Officer
- jointly with the Chief Executive, promoting effective relationships and communications between Commission Members and the Executive Directors and other members of staff

What we are looking for?

Essential Criteria

Candidates must be able to demonstrate the following:

- **Leadership:** the ability to set strategic vision and drive forward priorities of the Charity Commission with a strong track record in relevant senior leadership roles.
- **Knowledge:** a clear understanding of the work and priorities of the Charity Commission and the context within which it operates, including an awareness of the challenges it faces resulting from changing social and economic circumstances, and support for philanthropic giving;
- **Experience:** a strong track record of delivery on significant policy issues within the private, public or voluntary sectors.
- **Relationship:** ability to build strong stakeholder relationships, including with Ministers, Senior Government Officials, Parliament and external stakeholders.
- **Communication:** strong communication and interpersonal skills with the ability to listen, accept challenges and constructively challenge others in discussions with clarity and respect.
- **Judgement:** effective decision-making skills with the ability to critically analyse a wide range of information to make clear and objective evidence-based recommendations to support the delivery of the Charity Commission's objectives.
- **Collaboration:** ability to work closely with the executive board and other key stakeholders, providing support, constructive challenge and assurance as appropriate
- **Independence:** a commitment to the charity sector fair, balanced and independent regulation and to ensuring charities remain focused on delivering their charitable purposes and ensuring that trustees understand their legal duties.

Role details

Number of roles: x1

Term of Appointment: The term is for three years.

Remuneration: £62,500 per annum

Time Commitment: 2.5 days per week

Location: The Charity Commission's main locations are in Liverpool, London and Newport. Some travel to London will be required for meetings and stakeholder engagement.

Reasonable expenses will be reimbursed, in line with the Charity Commission's policies.

As per paragraph 1.2 of the [Charity Commission's Governance Framework](#), on appointment, in order to preserve their complete independence on all charity matters, the chair will relinquish all trusteeships in charities.

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](#).

Pre-appointment Scrutiny

This role is subject to pre-appointment scrutiny by the Culture, Media and Sport Select Committee.

Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the Minister's preferred candidate will be shared with the relevant select committee. As part of this process you will need to be content for your name and your CV to be shared with the Select Committee as the Government's preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire which could include, among other things:

- declarations of any relevant potential conflicts of interest,
- what you see as the priorities and key risks for the organisation,
- questions about how you would lead the board and work with stakeholders,
- your commitment to standards in public life and how you would handle being in the public eye.

Normally any information provided to the Select Committee by the Government or a candidate will be published.

Second, it is likely that the Select Committee will decide to call the Government's preferred candidate to a public hearing before the Select Committee to answer questions relating to their suitability to the role. You would not be expected to have an in-depth technical knowledge of how the body works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the body and what your role in its future would be.

Pre-appointment Scrutiny

The proposed date for a pre-appointment hearing for this role is to be confirmed but we expect it to take place in October or November 2025.

The Government is committed to making the public appointments as accessible as possible so that no one is deterred from applying. The Department will provide support to you to help you prepare for the hearing and the clerks to the select committee will also be available to discuss with you how the hearing will run. You will also be supported by the Department in working with the Select Committee should you require any adjustment to enable you to participate fully in the hearing process.

For more information about pre-appointment scrutiny, please see the [‘Cabinet Office Guidance: Pre-appointment scrutiny by House of Commons Select Committees’](#).

The Liaison Committee also publishes guidelines to select committees for pre-appointment.

You may also find it helpful to review the [Code of Conduct for board members of public bodies](#) which sets out the expectations which the Government places on non-executive members of public bodies.

Selection process details

The Panel

The following individuals will make up the Advisory Assessment Panel:

- **Ruth Hannant** - DCMS Panel Chair
Director General for the Policy Group
- **Hannah Stuart** - Senior Independent Panel Member
- **Craig Leviton** - Additional Panel Member

Advert closing date:	Monday 28 July, 11:59pm
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Shortlisting:	26th August 2025
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Interviews:	17th & 18th September 2025
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Pre-appointment Scrutiny	October/November 2025
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Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

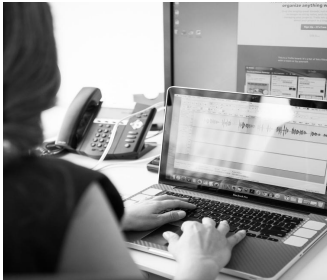
Shortlist

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

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. For appointments to the Board of the Charity Commission, the Charity Commission will also check its records. In order for these checks to take place, the appointments team will send a form to you asking you to declare any charities you have been associated with in an executive or non-executive capacity. This form will be shared with the Charity Commission".

As per paragraph 1.2 of the [Charity Commission's Governance Framework](#), on appointment, in order to preserve their complete independence on all charity matters, the chair will relinquish all trusteeships in charities.

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.

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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