



National Portrait Gallery

x5 Trustees

Public Appointment Candidate Pack

Closing time and date: Friday 25 July 2025, 11:55pm



Department
for Culture,
Media & Sport

Introduction

The Prime Minister wishes to appoint 5 new trustees to the National Portrait Gallery. The appointment is made with the advice of the Secretary of State for Culture, Media and Sport.

The Department of Culture, Media and Sport 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.



Image : David Perry

To find out more about The National Portrait Gallery please visit <https://www.npg.org.uk/>

About The National Portrait Gallery

We tell the story of Britain through portraits, using art to bring history to life and explore living today.

We look after the world's greatest collection of portraits. Spanning six centuries, our artworks reveal the inspiring and sometimes surprising personal stories that have shaped, and continue to shape a nation - from global icons to local champions, national treasures to unsung heroes.

We are also passionate about portraiture, always progressing our art form, championing artists and encouraging creativity. We celebrate the power of portraiture to create person-to-person connections and the experiences we provide offer encounters with some of the world's greatest artists as well as the very best in contemporary art.

Our vision is for lives to be inspired and society enriched through deeper connections with the nation's stories, and our role to bring to life the human stories that have shaped and are shaping our ever-changing history.

The Board

The Board of Trustees is ultimately accountable for the organisation and for ensuring that the statutory aims and objectives of the Gallery are met. It delegates authority within agreed limits to the Director and their Executive Team and provides oversight, monitoring, support and advocacy. Trustees retain the authority to contribute to and approve operating plans and budgets, and other major projects and strategies. The Executive Team is responsible for preparing strategies, operating plans and budgets and for the day-to-day operation of the organisation.

The National Portrait Gallery will be seeking to appoint the next Chair following the end of the current Chair's term in Autumn 2025. The Board of Trustees elects its Chair from within its Board membership. Applications from all Trustees, including newly appointed Trustees, for the Chair role will be welcomed. Candidates should specify in their application if they wish to nominate themselves for this role.

Personal Specification

We are seeking to appoint 5 Trustees including;

- 1 Digital Trustee
- 1 Historian/Writer/Academic Trustee
- 1 Youth Engagement Trustee
- 2 Generic Trustees

Essential Criteria - All candidates will need to demonstrate that they meet the following criteria to a high standard:

- An understanding of the National Portrait Gallery, the environment in which it operates and a commitment to its aims and objectives
- A strong understanding of the principles of good corporate governance with experience in a large and complex organisation
- Exceptional communication skills and a collaborative working style, with an ability to provide constructive challenge and support to the Board and executive team and to work effectively as part of a team

- Proven ability to demonstrate sound judgement and to analyse issues at a strategic level to support with decision-making
- A commitment to supporting fundraising activities and to contribute to the delivery of the Gallery's fundraising ambitions
- A commitment to improving opportunities for people throughout the UK and access to people from a diverse range of backgrounds.

Desirable Criteria

- Knowledge and appreciation of the strategic issues facing museums, and the wider environment within which they operate;
- A commitment to preserving the arts and cultural heritage, and improving education and understanding of British and World history.

Personal Specification

Digital Trustee

Applicants for the Digital Trustee role will also need to demonstrate:

- Demonstrable expertise in data transformation and digital technology
- Commercial awareness and an understanding of opportunities for increased self-generated growth through data and digital transformation
- Experience of digital innovation, systems integration and developing and implementing data and digital transformation strategies at a senior level
- An in-depth understanding of the application of digital technologies, data analytics and processes in a commercial environment, and its importance within a national arts organisation
- Previous experience as an ambassador and advocate for digital innovation at a senior level

Historian/Writer/Academic Trustee

Applicants for the Historian/Writer/Academic Trustee role will also need to demonstrate:

- A national or international reputation as a writer in at least one of the following areas: literary fiction; non-fiction; art history; literary criticism or biography
- Or
- Previous background in research or editorial roles across traditional and new media
 - An appreciation of the importance and value of literature in the National Portrait Gallery, its Collection, exhibitions, displays, talks and events programmes
 - An interest in the Gallery's research and publishing activities

Personal Specification

Youth Engagement Trustee

Applicants for the Youth Engagement Trustee role will also need to demonstrate:

- A successful track record of delivering cultural projects and initiatives working with younger audiences.
- A high-level understanding of current audience trends and how they could be used strategically to broaden the Gallery's audiences, younger audiences in particular.
- An ability to represent young people's views and perspectives at Board level



Role details

Number of roles: x5 Trustees - including Digital, Historian/Writer/Academic and Youth Engagement Trustees

Term of Appointment: The term of appointment is 4 years

Remuneration: Board appointments are not remunerated, but reasonable expenses are paid.

Time Commitment: Quarterly Board meetings, ad hoc meetings and an annual Strategy Day. Meetings are likely to be held within core working hours. Trustees may also be invited to join committees of the Board which are held periodically throughout the year, though no more than quarterly.

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.

Role details

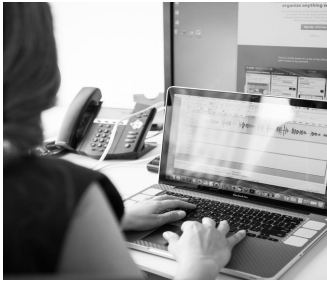
Security Clearance required:

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](#).



Image : David Perry

How to apply



To apply for this role, you will need to submit the following documents which will be assessed against the **essential criteria**:

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you provide employment history and non-executive experience that relates to the essential and desirable criteria. The CV should not exceed more than 2 x A4 pages.
- A **Statement of Suitability** (max 2 pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role in reference to the essential requirements highlighted. You may also choose to reference the desirable skills listed however these will not be considered in the assessment of your application except in circumstances where there are a high number and calibre of candidates.
- A **Diversity Information Form** and **Conflicts of Interest Form** relating to any outside interests or reputational issues should be submitted.

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.

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

Selection process details

The Advisory Assessment Panel

The following individuals will make up the Advisory Assessment Panel:

Hannah Malik

DCMS Panel Chair

Director of Visitor Economy, Heritage, Loans, Art Collection

Thomas Marks

Senior Independent Panel Member

Professor Shearer West CBE

National Portrait Gallery - Deputy Chair of Board of Trustees



Advert closing date:

11:55 pm Friday 25 July 2025

Shortlisting:

14 August 2025

Interviews:

2 / 3 / 6 October 2025

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

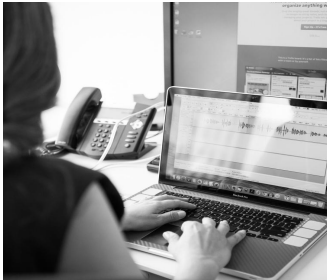
Shortlist

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.

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 National Portrait Gallery 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.

Diversity and Inclusion

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. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We ask all applicants to complete a diversity monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and what we can do to encourage a more diverse field to apply.

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.

Contact Us

If you have any questions about the role please contact Anna Chambers, Head of Governance at the National Portrait Gallery
achambers@npg.org.uk

If you have any questions about the appointments process, please contact the campaign manager, Aedan O'Brien
(Aedan.O'Brien@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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