



Department  
for Culture,  
Media & Sport

National  
Museums  
Liverpool



MUSEUM OF LIVERPOOL

**National Museums Liverpool**  
X4 Trustees

# Introduction

The Secretary of State for Culture, Media and Sport wishes to appoint 4 new trustees to National Museums Liverpool. The Department of Culture, Media and Sport is committed to eliminating discrimination and advancing equality of opportunity in its public appointments.

National Museums Liverpool is committed to maintaining a board that is representative of the diverse populations it serves. We would welcome applications from everyone that feels that their knowledge, skills and experience match the essential requirements detailed on page 5.



To find out more about The National Museums Liverpool please visit <https://www.liverpoolmuseums.org.uk/>

# About National Museums Liverpool

National Museums Liverpool (NML) is the only national museum service in England which is based wholly outside London.

The museums group manages internationally recognised museums and art galleries, including World Museum, Walker Art Gallery and Museum of Liverpool. Reflecting this, approximately 50% of NML's visitors come from outside Merseyside. NML holds a unique civic and cultural position and is home to some of the UK's most visited museums and galleries.

With a collection of more than four million objects spanning art, history, science, and human rights, NML's mission is to engage diverse audiences, challenge perceptions, and celebrate the stories that shape us.



# The Board of Trustees

NML's wide ranging collections and work is overseen by its management and Board of Trustees. The chief role of trustees is to assist the Chair, in meeting the Board's overall responsibilities in accordance with the guidance issued by the Secretary of State for Culture, Media and Sport. Trustees provide leadership, guidance and expertise on NML's strategy and monitor its practical implementation.

# Personal Specification

## We are seeking to appoint 4 Trustees

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

- a commitment to the National Museums Liverpool, and support of the purposes and values of its museums, including developing cultural organisations in the North West and delivering economic growth to the region;
- an understanding of the work of National Museums Liverpool, especially as the only national museum group based solely outside London;
- an understanding of operating strategically at board level, working constructively with fellow board members, wider stakeholders and executive management;

- a clear understanding of the principles of corporate governance in the public sector
- a commitment to preserving cultural heritage, and improving education and understanding of British and World history;

**Desirable Criteria** - Applications are particularly welcome from candidates with experience of the following:

- Redevelopment projects within an historic estate,
- a financial background and an understanding of public sector finance
- a background in workforce development
- candidates with a commercial background.

# Role details

**Number of roles:** x4 Trustees

**Term of Appointment:** The term of appointment is 4 years

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

**Time Commitment:** All new trustees will experience an induction process which will include orientation days at our museums, and the opportunity to meet with staff.

In addition to attending three Board meetings per year, trustees may be asked to join a Trustee Committee and this would require a total time commitment of eight to ten days a year. Trustees are also expected to represent NML and attend events on occasion.

**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.

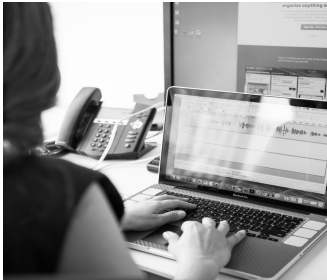
# Role details

## 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](#).



# 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:

### Carrie Cooke

DCMS Panel Chair  
Deputy Director of Public Bodies, Appointments,  
Honours and Awards

### Sarah Williams OBE

Independent Panel Member

### Virginia Tandy

National Museums Liverpool - Deputy Chair of  
the Board of Trustees

**Advert closing date:**

11:55pm Friday 29 August  
2025

**Shortlisting:**

September 2025

**Interviews:**

October 2025

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

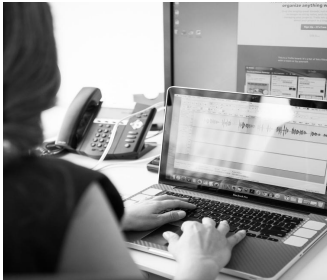
### Shortlist

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 National Museums Liverpool 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 Carol Swaisland, Head of Risk and Governance at the National Museums Liverpool [Carol.Swaisland@liverpoolmuseums.org.uk](mailto:Carol.Swaisland@liverpoolmuseums.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](mailto:Aedan.O'Brien@dcms.gov.uk)) or the Public Appointments Mailbox ([publicappointments@dcms.gov.uk](mailto: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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