



Department
for Culture,
Media & Sport

NATIONAL
HERITAGE
MEMORIAL
FUND



**National Heritage Memorial Fund/
The National Lottery Heritage Fund**

**Trustee
(Chair of the Committee for Northern Ireland)**

Information Pack for Applicants

Trustee for the National Heritage Memorial Fund / The National Lottery Heritage Fund

The Prime Minister wishes to appoint a new Trustee for [The National Heritage Memorial Fund](#) and [The National Lottery Heritage Fund](#) Board. This Trustee will also serve as the Chair of the Committee for Northern Ireland. This appointment is made with the advice of the Secretary of State for Culture, Media, and Sport (DCMS).

About the National Heritage Memorial Fund / The National Lottery Heritage Fund

The National Heritage Memorial Fund (NHMF) was established in 1980 to save the most outstanding parts of our national heritage at risk of loss to the nation, as a memorial to those who have given their lives for the UK; it is the fund of last resort for the nation's heritage. NHMF has an endowment that currently stands at approximately £66.3m and is in annual receipt of £5m.

In 1994, NHMF became the distributor of the heritage share of National Lottery money for good causes, which it now operates through The National Lottery Heritage Fund. Since its inception, the Heritage Fund has awarded over £8.9 billion to 48,000 projects across the UK from money raised by the National Lottery for good causes.

Our new 10-year strategy, Heritage 2033, sets out the Heritage Fund's ambitions to support projects of all sizes that connect people and communities to the UK's heritage. Over the next decade the Heritage Fund will take a longer-term view, investing in heritage for the future as well as for the present, investing in places, not just individual projects, to bring about benefits for people, places and the natural environment.

Over the ten years, the Heritage Fund aims to invest £3.6billion raised for good causes by National Lottery players to make a decisive difference for people, places and communities, strengthening and focusing support for the UK's heritage using four principles: saving heritage; protecting the environment; inclusion, access and participation; and organisational sustainability.

Person specification

The Heritage Fund is looking for a Trustee who in addition to their role on the Board will also serve as the Chair of the Committee for Northern Ireland.

The role of the Board of Trustees

NHMF was established by the National Heritage Act 1980 (NHA1980) and is vested in and administered by a body corporate known as the Trustees of the National Heritage Memorial Fund (the 'Board of Trustees'). The functions of the Board of Trustees are set out principally in the NHA1980 (as amended) and the National Lottery etc. Act 1993 (NLA1993). Trustees are appointed by the Prime Minister.

The Board of Trustees sets the strategic and policy framework within which its statutory functions in relation to the Heritage Fund are discharged. The Board of Trustees makes decisions concerning the distribution of monies and currently delegates funding decisions of up to £5 million to committees in Scotland, Wales, Northern Ireland, and three geographical areas in England – North; Midlands & East; and London & South, and to staff (up to £250,000).

Six NHMF Trustees chair the area and country committees acting as the bridge between national policy and local delivery. One Trustee chairs the Audit and Risk Committee, one chairs the National

Heritage Memorial Fund Panel, and one is the lead Trustee for Grant in Aid funding and other non-Lottery income and chairs any decision panels on non-Lottery and non-NHMF awards.

The Board usually meets six times a year. Board meetings rotate between the three English regions and the three nations, with additional meetings in London and other locations where necessary. Trustees are also expected to attend project openings, to represent the Heritage Fund in the media, and to speak on behalf of the organisation at public events in relation to the area or nation they represent.

The role of the Trustee

The role of Trustee represents an exciting and challenging opportunity for an individual with a strong commitment to, and enthusiasm for, the UK's diverse heritage, to make a lasting contribution.

As a member of the Board of Trustees, each Trustee will be expected to contribute to:

- Strategic planning and management of the organisation.
- Our vision for heritage to be valued, cared for and sustained for everyone, now and in the future.
- Making decisions regarding the allocation or distribution of monies from the Heritage Fund.
- Overseeing the activities and performance of its committees and panels.
- Financial planning and monitoring, including reviewing and approving the organisation's business plans and annual reports and accounts.
- Ensuring the effectiveness and adequacy of the organisation's risk management, internal controls, and governance procedures and processes.
- Managing change within the organisation and organisational development.
- Ensuring the organisation and its executive team meet performance objectives.
- Building relationships with stakeholders and supporting strategic partnerships.
- Ensuring that equality and diversity are embedded at all levels of the organisation and across its activities.
- Adhering to and demonstrating the [values and behaviours](#) of the organisation.

The Board of Trustees also bring skills, knowledge, and experience in the following areas:

- Demonstrable understanding and experience of at least one aspect of UK heritage.
- Awareness of the strategic context of heritage issues in the UK.
- General business, commercial, and/or public sector management experience in either a medium sized or large organisation.
- Chairing meetings.
- People motivation and management.
- Corporate governance and/or non-executive leadership.
- Stakeholder engagement and public affairs at a national level.
- Devising and implementing diversity and inclusion initiatives.
- Digital transformation, with a focus on ensuring IT systems have relevant audience insights and best customer care practice.
- An insight into the processes of local government and community development.

The role of the Chair of the Committee for Northern Ireland

In addition to serving on our Board, the trustee will also chair the Committee for Northern Ireland, which oversees the distribution of National Lottery funds within parameters delegated by the Trustees, and acts as advocate for the Heritage Fund in Northern Ireland.

The Chair of the Committee will work closely with the Northern Ireland Director to promote and represent the Heritage Fund in Northern Ireland. The successful appointee will be required, consistent with the Heritage Fund's strategic objectives, to engage actively with stakeholders in the heritage and cultural sectors in Northern Ireland and the Northern Ireland Executive. The Chair of the Committee will also ensure that the other Trustees have visibility of, and are able to engage with, key issues and opportunities that are specific to the Heritage Fund's work in Northern Ireland.

Essential Criteria

- **Knowledge:** a clear understanding and commitment to the work, priorities and challenges of NHMF and the National Lottery Heritage Fund and the context within which it operates; contributing to the National Board but also cultural, built and natural heritage of Northern Ireland.
- **Leadership:** the ability to set strategic vision, ensure effective governance is maintained and drive forward priorities of the Committee for Northern Ireland; in particular the ability to chair meetings and ensure financial responsibility.
- **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 NHMF and the National Lottery Heritage Fund objectives.
- **Communication:** strong communication and interpersonal skills with the ability to listen, accept challenge and constructively challenge others in discussions with clarity and respect.
- **Collaboration:** ability to work closely with the executive board and other key stakeholders, providing support, constructive challenge and assurance as appropriate.
- A demonstrable commitment to equality, diversity and inclusion and tackling inequalities to unlock the advantages of Heritage for everyone.

The Chair of the Committee for Northern Ireland must live or work primarily in Northern Ireland.

Desirable Criteria

- Knowledge and experience of policy and legal environment in Northern Ireland, including knowledge of The Northern Ireland Executive, and/or local government.

Time Commitment

Trustees will be expected to dedicate an average of five days per month to the Heritage Fund's business, plus time to read the necessary papers. Trustees will be expected to attend Board meetings (6-8 per annum), Committee for Northern Ireland meetings (4 per annum) and other meetings as necessary depending on their membership of the Board's Committees and panels. Board meetings will be held around the UK. Committee for Northern Ireland meetings take place across Northern Ireland.

Remuneration

The annual salary for this Trustee role is £20,749.

Term of Appointment

Trustees will serve a term of three years, with the possibility of reappointment for a further three years. Decisions regarding reappointments rest with the Prime Minister.

How to apply

In order to apply you will need to [1] create an account or [2] sign in on the Government ATS 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.

If you have any questions about the appointments process, please contact Victoria Watts, Campaign Manager at DCMS (victoria.watts@dcms.gov.uk).

If you would like to speak about the role itself, please contact Danielle Hampson-Ward, Head of Governance (danielle.hampson@heritagefund.org.uk) at The National Lottery Heritage Fund.

Diversity and inclusion

DCMS values and cares passionately about the diversity of its public appointments. Boards of public bodies should reflect our diverse society in order to ensure the sector has a leadership that draws fully on the different skills and perspectives that the UK has to offer.

Applications are encouraged from candidates from across the UK, regardless of sex, ethnicity, disability, sexual orientation, age, religion, or belief, and from the broadest range of personal and professional backgrounds. We particularly welcome applications from women, those from a black or ethnic minority background and people living with a disability.

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 whether there are any changes we could make to encourage a more diverse field to apply.

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 'minimum 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. 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.

About DCMS

Our department operates at the heart of government on some of the UK's biggest economic and social issues. Our mission is to drive growth, enrich lives and promote the UK to the world. We champion innovation and creativity. From the Arts to Artificial Intelligence, a quarter of UK businesses are in our sectors, and are among the fastest growing of our economy. Emerging technology is opening up new possibilities for human endeavour and self-expression. But we need to harness it, create new norms for the online world and build a strong civil society so that the benefits are shared by all. Our actions over more than 25 years of DCMS have become woven into the fabric of our nation. Today we continue to shape the world we want to live in – building a future fit for everyone.

DCMS is a ministerial department, supported by 45 agencies and public bodies.

If you are not completely satisfied

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact publicappointments@dcms.gov.uk.

Supporting information

This process is regulated by the Office of the Commissioner for Public Appointments' (OCPA's) Code of Practice. All applicants are expected to have adhered to the [Seven Principles of Public Life](#).

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 Northern Ireland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Northern Ireland) Act 2002 (asp 17) as the debtor or have, under 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 Heritage Fund, 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.