



Department
for Culture,
Media & Sport

NATIONAL
HERITAGE
MEMORIAL
FUND



National Heritage Memorial Fund/ The National Lottery Heritage Fund

**Trustee
(Chair of the Committee for Wales)**

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 Wales. 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 Wales.

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 Wales, Northern Ireland, Scotland, 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 Wales

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

The Chair of the Committee will work closely with the Wales Director to promote and represent the Heritage Fund in Wales. 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 Wales and The Senedd. 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 Wales.

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 Welsh cultural, built and natural heritage and the importance of the Welsh Language.
- **Leadership:** the ability to set strategic vision, ensure effective governance is maintained and drive forward priorities of the Committee for Wales; 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 Wales must live or work primarily in Wales.

Desirable Criteria

- Knowledge and experience of policy and legal environment in Wales, including knowledge of The Senedd, and/or local government.
- A commitment to supporting Welsh Heritage (which would include language).

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 Wales 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 Wales meetings take place across Wales.

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.