



Department  
for Culture,  
Media & Sport

## Imperial War Museums Army Trustee

Public Appointment Candidate Pack

Closing time and date: Tuesday 5th May at 12pm



# Introduction

The Prime Minister wishes to appoint a new Army Trustee to the Imperial War Museums.

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 Imperial War Museum (IWM)

IWM's remit is global and inclusive in its exploration of war's impact on the lives of men, women and children, from 1914 to the present day.

Our collection of over 33m objects covers all aspects of conflict involving Britain, its former Empire and the Commonwealth, and includes art, film, photography, printed material, documents and sound.

Through our family of five museums in London, Cambridgeshire and Manchester, off-site programmes, and digital content, we explore the causes, course and consequences of war and promote understanding and empathy, by connecting diverse audiences with human stories of ingenuity, courage, sacrifice and resilience.

The Museum's **strategic objectives**, as set out in the Corporate Plan are to:

- Grow and diversify our visitors
- Increase our reach, impact, sustainability and resilience
- Broaden engagement with our Collections
- Be a fantastic place to work

More information can be found on the Museum's website [www.iwm.org.uk](http://www.iwm.org.uk). Specifically, the IWM Corporate Plan and annual report and accounts are published at <http://www.iwm.org.uk/corporate/reports>



# About the role

Members of the Board have corporate responsibility for the general management and control of the Museum, subject to the terms set out in the Imperial War Museum Acts (1920 and 1955), subsequent amending legislation and other governing documents. It is their responsibility also to ensure that the Museum complies with any statutory or administrative requirements for the use of public funds. Specifically, the Board:

- Determines the general policy of the Museum;
- Appoints the Director-General of the Museum, with the approval of the Prime Minister;
- Monitors and oversees the Director-General's management of the Museum. The Director-General is the Board's chief executive and the Accounting Officer of the Museum;
- Has legal responsibility for the buildings, collections and financial assets of the Museum and their care and management;
- Approves the Museum's Strategic Plan;
- Monitors the process of Risk Management within the Museum; and
- Publishes an annual report and account, audited by the Comptroller and Auditor-General.

Trustees are expected to understand and uphold the Seven Principles of Public Life as defined by the Committee on Standards in Public Life. Individual Trustees should therefore also be aware of their wider responsibility as members of the Board – namely to comply at all times with the Code of Practice for Board Members of Public Bodies as adopted by the IWM; and with the rules relating to the use of public funds and to conflicts of interest; and to act in accordance with the requirements of Charity law where this applies.

# What we are looking for?

In addition, for those currently employed in the industry, candidates will need to be clear about any potential conflicts between this role and their other professional activities and be able to propose ways to manage conflicts should they arise.

## Essential Criteria

Candidates must be able to demonstrate the following:

- **Knowledge:** a clear understanding of the work, priorities and challenges of the Imperial War Museum and the context within which it operates.
- **Governance:** the ability to operate at board level, demonstrating effective decision-making skills, a focus on performance monitoring, and strategic thinking.
- **Relationship building:** ability to build strong stakeholder relationships at executive level and senior stakeholders, including with Ministers and Senior Government officials and external stakeholders.
- **Communication:** strong communication and interpersonal skills with the ability to listen, accept challenges and constructively challenge others 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.

# What we are looking for?

## Essential Criteria

Candidates must be able to demonstrate the following:

- **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 Imperial War Museum's objectives.
- **Applicable Experience:** a track record of delivery within the Army with the ability to apply this experience to the responsibilities you will fulfil at the Imperial War Museum.

## Desirable Criteria

The successful candidate will be a serving or retired officer of the Army with the rank Major General or above, with:

- Experience operating at a senior strategic level within the British Army, with insight into defence policy, operational planning, and the broader societal impact of conflict.
- A strong understanding of the interaction between defence, diplomacy, and public engagement, particularly in relation to the Commonwealth and the armed forces community.
- Operational experience of recent conflict would be an advantage.

# Role details

**Number of roles:** x1 Army Trustee

**Term of Appointment:** The term is for four years.

**Remuneration:** Nil but reasonable expenses are paid.

**Time Commitment:** 20 days per year.

**Location:** Primarily London.

**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](#).

# Selection process details

## The Panel

The following individuals will make up the Advisory Assessment Panel:

### Ruth Harper

DCMS Panel Chair, Deputy Director Museums and Cultural Property

### Julian Miller

Senior Independent Panel Member

### Sir Guy Weston

Imperial War Museum Chair

## Advert closing date:

Tuesday 5th May at 12pm

## Shortlisting:

May 2026

## Interviews:

June 2026

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

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 IWM 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.

# Contact Us

If you have any questions about the role, please contact Katie Allwood  
[KAllwood@iwm.org.uk](mailto:KAllwood@iwm.org.uk).

If you have any questions about the appointments process, please contact the campaign manager, Anna Bristow ([anna.bristow@dcms.gov.uk](mailto:anna.bristow@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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