



Appointment of Four Commissioners

Marshall Aid Commemoration Commission

Information pack for applicants

Closing date is 24th February 2019





Overview

Indicative Timetable

Advert date: 4th February

Closing date: 23:00, 24th February

Short-listing complete by: 11th March

Interviews held: 18th-21st March

Notification and appointment date: 31st April. Appointment 1st June.

Eligibility: Candidates must ensure that they are legally entitled to work in the UK.

Time Commitment: The role of a Commissioner involves attending four Commission meetings per year, at least two annual Commission events, two Education Committee meetings or three to four Audit and Risk Committee meetings, and ad hoc work requiring a time commitment of around 15 days per year.

Remuneration: The appointment is unpaid. Reasonable costs of travel within the UK to attend Commission meetings and events will be reimbursed, as will reasonable travel costs within the UK or to the US.

For information regarding the selection process, please contact Stephanie Kouloumanou by e-mail: Stephanie.Kouloumanou@fco.gov.uk

About the Marshall Aid Commemoration Commission

Marshall is the UK's flagship scholarship programme with the United States. It enables talented postgraduate students from the US to study at Universities across the UK. Marshall is a key part of UK foreign policy, building meaningful links with future leaders and furthering the transatlantic partnership between the two countries.

The Marshall Commission was established by an Act of Parliament in 1953 to administer the Marshall Scholarship programme as an Executive Agency of the Foreign and Commonwealth Office (FCO).

The Commission comprises up to 10 Commissioners who act as a Board for the programme, setting direction, providing oversight and adding value to the scholars experience in the UK, using their personal networks and experience to give them access to interesting and insightful opportunities. The Commission is supported by dedicated staff at the Association of Commonwealth Universities, which is contracted to administer the Marshall Scholarship programme.

The Commission is led by the Chair, who is its Accounting Officer on behalf on the FCO. Current Commissioners have a range of senior-level experience across the private sector, higher education, the US, law, finance and third sector. Four of them will have completed their current terms this summer and replacement appointments are now being sought.

Commissioners are responsible for:

- Overseeing the grant-in-aid provided by the FCO funding Marshall Scholarships for talented graduates from the United States, as well as nurturing the programme's increasingly important funding partnerships with academic institutions and others.
- Overseeing the selection of scholars, working with regional committees in the USA, in coordination with Consuls General and the Ambassador's advisory council in Washington.
- Ensuring scholars receive appropriate advice and assistance while in the UK.
- The effective delivery of the Marshall programme, with support from the secretariat.
- Ensuring Marshall makes a valuable and enduring contribution to UK-US relations.

More information about Marshall Scholarships and the Commission can be found at www.marshallscholarship.org

Person Specification

Four candidates are sought whose attributes will range across the following criteria.

Essential:

- Significant knowledge or experience of the UK higher education sector OR relevant experience of working for a public body, NGO or business
- An interest in working closely with the UK higher education sector.
- A keen interest in and/or experience of UK-US relations, and a commitment to improve and deepen that relationship.
- Strong networking and stakeholder engagement skills, and a willingness to engage with the brightest and best American students.

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- Knowledge or experience of finance, governance and strategic issues.
- Commitment to ensuring access of opportunity, regardless of background.

Desirable:

- Knowledge or experience of US higher education.
- Experience of working with public-funded programmes.
- Experience at board level of an organisation in the public, private and third sectors.
- Experience of evaluating the success of programmes and using this to develop strategy.

We are looking for one commissioner to play a senior role on the Audit and Risk Committee, as well as 1-2 commissioners with strong academic credentials to join the Education Committee.

At Marshall, we want to represent the breadth and diversity of the UK and particularly welcome applications from candidates from a diverse range of professional and personal backgrounds.

Time Commitment

The role of a Commissioner involves attending four Commission meetings per year, at least two annual Commission events, two Education Committee meetings or three to four Audit, and Risk Committee meetings, and ad hoc work requiring a time commitment of around 15 days per year.

Candidates should ensure they can meet these commitments before applying, though please ask for reasonable adjustments if any need to be made.

Additional Information

The appointment will be for a period of three years, with the possibility of renewal for an additional term. It is an unpaid position, but expenses are covered.

On Appointment

Remuneration/Expenses

The appointment is unpaid. Reasonable costs of travel within the UK to attend Commission meetings and events will be reimbursed, as will reasonable travel costs within the UK or to the US.

Appointment and tenure of office

Initial appointment will be for 3 years. Subject to satisfactory performance, the appointment may be renewed at the end of the first period of office for another term of three years. A Commissioner cannot hold office for more than two consecutive terms of three years. All Commissioners are approved by the Minister responsible in the Foreign and Commonwealth Office.

Board meetings

Board and Committee meetings will be held in London. Occasional travel to international locations may be required.

Conduct

Applicants must confirm and apply the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see Appendix), and the Cabinet Office’s “Code of Conduct for Board Members of Public Bodies”, which is available at www.cabinetoffice.gov.uk/content/public-bodies-and-appointments.

Eligibility

The successful candidates must be legally entitled to work in the UK.

Conflict of Interests and political activity

You should note particularly the requirement to declare any conflict of interest and relevant political activity in advance and during the course of the Commission’s business, and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of the Commission. Please fill in the relevant sections of the Public Appointment Monitoring Forms (attached separately).

How to Apply

Equality of opportunity - We welcome applications from all sections of the community and from people with diverse experience and backgrounds.

How to apply - All applicants are required to submit a letter no longer than 2 pages detailing their experience against the specification and relevant skills together with a full CV. Please also provide the names and contact details of two referees who can be contacted if you are short-listed for interview. If alternative formats of this information pack and the monitoring form (below) are required, please contact us at an early stage well before the closing date for applications. Applications must be received by the closing date. Late applications will not be considered. Contact details: Stephanie.Kouloumanou@fco.gov.uk

Public Appointment Monitoring Form

All applicants for a public appointment should complete a Public Appointment Monitoring Form, attached separately. The Office of the Commissioner for Public Appointments (OCPA) requires us to collect information on the gender, age, ethnic origin and disability of all those appointed. OCPA also requires information on whether appointees have been politically active in the past five years and whether other public appointments are held.

This form will be kept separate from your application form and will not be seen by the sift or interview panel. Assessment of your suitability for the post is made purely on the information you give on the application form and your performance at the interview should you be invited. Appointments are made strictly on merit.

Please send your completed applications by email to Stephanie.Kouloumanou@fco.gov.uk

Applications will be acknowledged by email. All applicants will be contacted again after the closing date.

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How We Will Handle Your Application

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- We will acknowledge receipt of your application email and check it for completeness and eligibility. Late applications will not be accepted;
- We will then assess your application to see the extent to which you have the qualities and expertise specified for the post before it is passed to the Selection Panel for consideration;
- The Selection Panel will be chaired by the Head of Scholarships in the FCO, and will also include the Chair of the MACC, and an independent panel member;
- We will write to let you know whether or not you will be interviewed. Interviews are planned to be held in central London week beginning 18th March. Travel and subsistence expenses will be reimbursed. Please check if you are able to attend this interview, if not, please contact us on the details below to discuss;
- References will be requested if you are short-listed for interview. References will be in respect of the qualities and skills required for the job;
- At the interview, the Panel will explore your experience and expertise and ask specific questions to find whether you meet the specified qualities;
- The Selection Panel will decide which candidates are appointable and will forward their names to the appointing minister who will make the final decision. Formal appointment to the office of Commissioner of the Marshall Aid Commemoration Commission is made by the relevant Minister in the Foreign and Commonwealth Office. If successful, you will receive a letter confirming your appointment. If unsuccessful, you will be notified;
- If your application is unsuccessful and you would like feedback please contact: Stephanie.Kouloumanou@fco.gov.uk

Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with:

Stephanie Kouloumanou
Soft Power and External Affairs Department
Foreign and Commonwealth Office
King Charles Street
London
SW1A 2AH

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We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments
Room G/8, Ground Floor
1 Horse Guards Road
London SW1A 2HQ
Tel: 0207 271 0849

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner and his Code of Practice is available from

<http://publicappointmentscommissioner.independent.gov.uk/>

Information about the Commissioner's policy and manner in which complaints are investigated are set out at:

<http://publicappointmentscommissioner.independent.gov.uk/what-we-do/complaints-and-investigations/>

Appendix: The seven principles of public life

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.