



**Marshall Chair Appointment**

**Marshall Aid Commemoration Commission**

**Information pack for applicants**

**Closing date is 28 August 2020**





## Overview

### Indicative Timetable

Advert date: 27 July 2020

Closing date: 23:00, 28 August 2020

Short-listing complete by: W/c 28 September 2020

Interviews held: W/c 27 October 2020

Notification and appointment date: W/c 19 November 2020.

Appointment 1 December 2020.

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

**Time Commitment:** Part time - The role of a Chair involves attending three or four Commission meetings per year, at least two annual Commission events, plus the regular meetings of the Commission's committees and other ad hoc work requiring a minimum time commitment of 18-20 days per year.

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

**Remuneration:** The appointment is unpaid. Reasonable costs of travel and subsistence within the UK and US to attend Commission meetings and events will be reimbursed, within HMG agreed limits.

**For information regarding the selection process, please contact Stephanie Kouloumanou by e-mail: [Stephanie.Kouloumanou@fco.gov.uk](mailto: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 Chair will lead the Marshall Aid Commemoration Commission, and will have responsibility for:**

- Providing effective leadership of the Commission and ensuring that strong and effective governance is in place.
- Together with the Commissioners, setting direction for the Marshall Scholarship programme and monitoring performance.
- Ensuring that the Commission sets a clear vision and strategy for a vibrant and effective Marshall Scholarships programme that is effectively and appropriately communicated, in the context of changes in funding, in higher education and in the UK/US relationship.
- Effective management of the key stakeholder relationships, particularly with the following:
  - Working closely with the Foreign and Commonwealth Office as sponsoring department, including ensuring close alignment with FCO strategic objectives.
  - The Association of Commonwealth Universities (ACU) as managing agency.
  - The Association of Marshall Scholars (AMS) - the alumni association.
  - UK Universities and other partners.
- Acting as the public face of and ambassador for the Commission, promoting and communicating the Commission's views as required.
- Securing the future of the programme through effective university partnership building, including through and with the Marshall alumni network; and by taking other appropriate actions to secure long-term programme sustainability.
- Co-ordinating and directing the contributions of Commission members presenting different views and opinions, and doing so by establishing good team working.
- Carrying out periodic appraisals on individual Commissioners' performance.
- Acting as the Accounting Officer responsible for the expenditure of public money.

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More information about Marshall Scholarships and the Commission can be found at [www.marshallscholarship.org](http://www.marshallscholarship.org)

### Person Specification

One candidate is sought whose attributes will range across the following criteria.

#### Essential:

- A keen interest in UK-US relations, and a commitment to improve and deepen that relationship.
- The ability to demonstrate strategic leadership at Board level of a significant organisation in the public or private sector, including the ability to lead and chair an interdisciplinary group.
- Ability to network at the highest level and an awareness of how to use networks effectively to achieve an organisation's goals.
- Excellent communication skills.
- An ability to engage with the best and brightest American students, and a keen concern for their well-being.
- Ability to seek out and conclude strategic partnerships with relevant stakeholders and organisations that can further bolster the scholarship and work of the commission.
- The right to work in the UK.

#### Desirable:

- Knowledge of finance and governance issues.
- Knowledge or experience working with or on behalf of UK higher education and its institutions.
- Experience of dealing with Ministers, senior officials and stakeholders.
- Skills in stakeholder engagement, and monitoring and evaluation of organisational impact.
- Knowledge and experience of engaging with dispersed and widespread communities and alumni, including through the use of technology.
- Commitment towards and demonstrated ability in promoting equality, diversity and inclusion.
- Experience or knowledge of fundraising and commercial sponsorship.

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.

### On Appointment

#### Appointment and tenure of office

Initial appointment will be for three 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. The chair is approved by the Foreign Secretary in the Foreign and Commonwealth Office.

#### Board meetings

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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](http://www.cabinetoffice.gov.uk/content/public-bodies-and-appointments).

### **Eligibility**

The successful candidate 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 two 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](mailto: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](mailto:Stephanie.Kouloumanou@fco.gov.uk)

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

### 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 Paul Brummell, FCO Head Soft Power and External Affairs, and will also include Dr Alice Prochaska, Deputy Chair of the MACC, and Cindy Butts, 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 on W/c 27 October 2020. 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 Foreign Secretary, who will make the final decision. Formal appointment to the office as Chair of the Marshall Aid Commemoration Commission is made by the Foreign Secretary 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](mailto: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

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:

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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.