



Department for
Digital, Culture,
Media & Sport

NATIONAL
HERITAGE
MEMORIAL
FUND



National Heritage Memorial Fund/ National Lottery Heritage Fund

Chair

Information Pack for Applicants

Chair of the National Heritage Memorial Fund/ National Lottery Heritage Fund

The Prime Minister wishes to appoint a new Chair to lead the National Heritage Memorial Fund (NHMF) and The National Lottery Heritage Fund (NLHF) Board. The appointment is made with the advice of the Secretary of State for Digital, Culture, Media, and Sport.

Applications are encouraged from all sections of the community to help ensure that the NHMF/ NLHF board is representative of the diverse society it serves. The NHMF would particularly welcome applications from individuals who are based outside of London.

The role of the Chair

Leadership

The Chair is responsible for the strategic leadership of the Board, taking ownership and responsibility for developing and delivering strategy. The Chair provides the Board with direction and purpose and promotes good governance. This involves chairing Board meetings six times a year, attending other committee meetings, and meeting regularly with senior staff. The Chair manages the performance of Trustees and the Chief Executive and contributes to the recruitment of new Trustees and senior staff.

Priorities

The Chair will need to have a broad appreciation of heritage and promoting its public understanding and enjoyment, together with strong skills in strategic leadership, analytical thinking, influencing, communication and a sound understanding of corporate governance. The Chair will ensure with the Board that the organisation is responding to the priorities of the UK Government and devolved bodies appropriately. The chair will also need to ensure that the organisation is responsive to the National Lottery players and the public at large.

The Chair will oversee the embedding of the priorities outlined in the Strategic Funding Framework, as well as leading on the Fund's strategic campaigns. Another priority will be recognising the NHMF's 40th anniversary in 2020. These initiatives take place within the context of the Fund's overall Corporate Strategy.

Governance

The Chair will also be expected to ensure that any statutory or administrative requirements for the use of public funds are complied with, that all expenditure is in accordance with Treasury rules for the management of public money, and that the NHMF/ NLHF maintains high standards of corporate governance at all times. The Chair has an important role to play in supporting the organisation's Accounting Officer in delivering high standards of regularity and probity.

Advocacy

The Chair is the primary Board-level advocate for The Fund and takes a lead role in championing the aims and strategic objectives of the National Heritage Memorial Fund and The National Lottery Heritage Fund with government at Westminster and in the devolved administrations, stakeholders, opinion formers and grant applicants. Chair can expect to attend meetings and receptions with ministers and MPs, give speeches at key events, host stakeholder and opinion former gatherings, and attend site visits and project openings, travelling regularly across the UK. The Chair will also be responsible for leading the involvement of other Trustees in this kind of work.

About the NHMF / NLHF

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, and has a current annual budget of £5 million. The National Heritage Memorial Fund (NHMF) is the fund of last resort for the nation's heritage, coming to the rescue by funding emergency acquisitions.

In 1994, the 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 ('The Fund' formerly the Heritage Lottery Fund). This is the main focus of the NHMF's activity on which it expects to spend around £225M in grants and other investments in 2019-2020. Since its inception in 1994, the Fund has awarded over £8 billion to over 44,000 heritage projects across the UK from money raised by the National Lottery for good causes.

The Fund's Strategic Funding Framework (SFF) 2019-2024: *Inspiring, leading, and resourcing the UK's heritage* sets out a radical new approach to delivering around £1.2BN for the UK's heritage over the next five years.

As part of the SFF, The Fund decided in 2019 to delegate funding decisions up to £5 million to committees in Scotland, Northern Ireland, Wales, and three new geographical areas in England – North, Midlands & East; and London & South.

The Fund has identified two key priorities for heritage: Landscapes and Nature and community heritage. All projects supported by The Fund will be required to do their utmost to reduce biodiversity loss, maintain the beauty and quality of urban and rural landscapes, and help people to reconnect with the UK's natural heritage. Likewise, there will be continued support for local and community heritage in several ways highlighted in its SFF.

The Fund has the ambition to achieve greater inclusion in Heritage, and this will be achieved through measures aimed at reaching millions of people in the UK who are typically under-represented in heritage; most notably through requiring all projects achieve its new inclusion outcome: "A wider range of people will be involved in heritage."

www.heritagefund.org.uk and www.nhmf.org.uk provide more information about The National Lottery Heritage Fund and National Heritage Memorial Fund, respectively.

Person specification

In their application, candidates must demonstrate how they meet the following essential criteria:

- A broad appreciation of the UK's heritage, and a commitment to promoting its wider public understanding and enjoyment to the widest audience.
- A commitment to the aims, strategic objectives, and values of the National Heritage Memorial Fund and The National Lottery Heritage Fund across the whole of the UK,

together with an understanding of the environment within which Lottery bodies operate.

- A proven track record at Board or equivalent level and the ability to lead a non-executive board, chair busy and pressured meetings, and support the leadership of a high profile organisation through periods of change by providing strategic guidance and effective challenge.
- An ability to understand and oversee compliance of public sector spending principles.
- Strong communication skills, including as a public speaker and with the media, combined with evidence of acting as a senior ambassador for an organisational cause.
- A commitment to diversity, inclusion, and equality.

Time Commitment

We expect that the NHMF Chair will devote two days a week to National Lottery Heritage Fund business.

Remuneration

The Chair's annual salary is £40,000 for the two days being £100,000 full time equivalent.

Term of Appointment

The Chair will serve a term of three years, with the possibility of reappointment for a further three years.

The current NHMF / NLHF Board

The board currently consists of 9 Trustees, including representatives for Wales and Scotland. A competition is currently ongoing to appoint a Trustee representing Northern Ireland.

How to apply

To apply, please send:

- a CV of not more than two sides of A4
- a supporting statement of not more than three sides of A4, providing examples and setting out how you meet the criteria
- the two Monitoring Forms concerning your personal information and political activity, and the Declaration of Interests Form.

Completed applications should be emailed to: publicappointments@dcms.gov.uk

Please put 'National Heritage Memorial Fund Chair' in the Subject line.

If you have any questions about the appointments process, please contact Phil Hodges, Campaign Manager at DCMS (philip.hodges@dcms.gov.uk 0207 211 2898).

If you would like to speak about the role itself, please contact Demmy Adewole (Demmy.Adewole@heritagefund.org.uk), Governance Manager at The National Lottery Heritage Fund.

Disability Confident

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria.

If you want to apply under this scheme, simply state this in the covering email or letter when submitting your application.

Reasonable adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please also indicate this in the covering email or letter.

About DCMS

The Department for Digital, Culture, Media & Sport (DCMS) helps to drive growth, enrich lives, and promote Britain abroad.

We protect and promote our cultural and artistic heritage and help businesses and communities to grow by investing in innovation and highlighting Britain as a fantastic place to visit. We help to give the UK a unique advantage on the global stage, striving for economic success.

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 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 NHMF/ NLHF, 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 Cabinet Office.