



Department for  
Digital, Culture,  
Media & Sport

NATIONAL  
HERITAGE  
MEMORIAL  
FUND



## **National Heritage Memorial Fund/ National Lottery Heritage Fund**

**3 x Trustee and Area Chairs**

**Information Pack for Applicants**

## **Trustee and England Area Committee Chairs for the National Heritage Memorial Fund/ National Lottery Heritage Fund**

The Prime Minister wishes to appoint three new Trustees who will also serve as Chairs for the England Area Committees for The National Heritage Memorial Fund (NHMF) and The National Lottery Heritage Fund (NLHF) Board. These appointments are 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 as representative as possible of the diverse society it serves. The NHMF would particularly welcome applications from individuals who are based outside of London and preferably connected to the Area they would like to represent.

### **The role of the Board of Trustees**

The National Heritage Memorial Fund was established by the National Heritage Act 1980 (**NHA1980**). The fund 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 Fund are discharged. The Board of Trustees also makes decisions concerning the distribution of monies from The Fund and has delegated certain of its decision-making powers to committees and staff who are able to make more local decisions concerning the distribution of monies from The Fund. Under our current Strategic Funding Framework, 80% of decision making has been delegated to a local level with staff and Committees making decisions of grant awards up to £5m.

Trustees will be expected to attend project openings, to represent The Fund in the media and speak on behalf of the organisation at public events in relation to the area they represent.

### **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. The Fund 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). 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* set out a radical new approach to delivering around £1.2BN for the UK's heritage over a five year timeframe.

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. This accounts for a significant proportion of our annual budget and therefore highlights the key role which our Committee Chairs will play, not only as Trustees but as leaders of decision-making in their respective areas.

In the SFF, the Fund also 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."

The Covid-19 crisis has had a significant impact on the UK's heritage sector, particularly during the lockdown period through summer 2020. In response to the pandemic, The Fund halted its core grant-making activities and pivoted efforts towards an emergency response fund, known as the Heritage Emergency Fund. This was The Fund's immediate response to the pandemic and provided much needed financial assistance to over 900 organisations. As the pandemic continued we reviewed our approach to funding as set out in the SFF and asked ourselves how we could best support the sector and the UK as we begin to recover. On 8 February 2021 The Fund reopened its full breadth of funding (£3,000-£5m) and set out our funding priorities over the next year under the [National Lottery Grants for Heritage 2021-22](#).

Alongside our normal Lottery work, The Fund is delivering an unprecedented level of grant-in-aid on behalf of multiple government departments. This has included working closely with DCMS and Defra on the delivery of the Cultural Recovery Fund for Heritage and the Green Recovery Challenge Fund and with devolved governments advising and delivering their support packages for the heritage sector. The result of which is that by the end of the 20/21 financial year The Fund will have invested £500m into the sector. This work will continue in 21/22 as we respond to the longer-term impact of Covid-19.

Please visit [www.heritagefund.org.uk](http://www.heritagefund.org.uk) and [www.nhmf.org.uk](http://www.nhmf.org.uk) provide more information about The National Lottery Heritage Fund and National Heritage Memorial Fund, respectively. For specific information on the English areas, follow this [link](#).

## **Person specification**

The Fund is looking to recruit three Trustees each of whom will be the Chair for one of our three England Area Committees (London & South, Midlands & East and North). These committees are tasked with overseeing the distribution of National Lottery funds and acting as advocates for The Fund in their geographic area. As Chair of the Committee, the Trustees will work closely with their respective Directors to promote the Fund and help achieve the strategic goals in their respective areas.

To be a Chair of one of these Committees you must be connected to the respective Area by residence or otherwise and have an understanding and passion for the area you will serve, the opportunities its heritage can provide and the communities that live in the area.

Candidates should also be able to demonstrate in their application:

- a keen interest in heritage across the UK;
- an understanding of the work of the National Memorial Heritage Fund and the National Lottery Heritage Fund, the environment in which it operates and a commitment to its aims and strategic objectives;
- a commitment to preserving cultural heritage, and improving education and understanding of British history;
- leadership experience in the public, private or voluntary sector, with an ability to chair meetings and enable consensual decision-making;
- an ability to exercise sound judgement in relation to strategy and governance, regulation and accountability and;
- strong communication and influencing skills.

Within these three positions The Fund is also looking for:

- one Trustee with expertise in Land and Nature;
- one Trustee with expertise in Digital and;
- one Trustee with expertise in running a museum or visitor attraction.

## **Time Commitment**

Trustees will be expected to dedicate an average of five days per month to The Fund business, plus time to read the necessary papers. Trustees will be expected to attend six Board meetings and four Committee meetings each year and other meetings as necessary depending on their membership of the Board's Committees and panels. The majority of Board meetings will be held in London, and two a year held outside of London while the committee meetings will be held in the Committee Area.

## **Remuneration**

The annual salary for Area Trustees is £13,500 for the five days per month.

## **Term of Appointment**

Area 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.

## **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;
- The Fund's objectives for leading and funding the UK heritage
- making decisions regarding the allocation or distribution of monies from The 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 key stakeholders and supporting strategic partnerships;
- ensuring that equality and diversity are embedded at all levels of the organisation and across its activities and;
- 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:

- Understanding and experience of UK heritage
- general business, commercial and/or public sector management experience in either a medium sized or large organisation;
- Chairing meetings
- recruitment, remuneration, employment law and/or HR matters;
- information technology strategy and systems;
- the activities of audit committees;
- corporate governance and/or non-executive leadership;
- sustainability and/or climate action;
- 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; and
- an insight into the processes of local government and community development.

## 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. **Please specify which Area (London & South, Midlands & East or North) you are applying for;**
- the Monitoring Form which must be completed by clicking this [link](#), before submitting your application – please note this replaces the previous PDF monitoring form and;
- the Declaration of Interests Form.

Completed applications should be emailed to: [publicappointments@dcms.gov.uk](mailto:publicappointments@dcms.gov.uk)

Please put 'National Heritage Memorial Fund Area Trustee (**Choose Area: London & South/Midlands & East/North**)' 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](mailto:philip.hodges@dcms.gov.uk)).

If you would like to speak about the role itself, please contact Danielle Hampson ([danielle.hampson@heritagefund.org.uk](mailto:danielle.hampson@heritagefund.org.uk)), Governance Manager at The National Lottery Heritage Fund.

## Diversity and inclusion

DCMS values and cares passionately about the diversity of its public appointments. Boards of public bodies should reflect our diverse society in order to ensure the sector has a leadership that draws fully on the different skills and perspectives our country has to offer.

Applications are encouraged from candidates from across the UK, regardless of sex, ethnicity, disability, sexual orientation, age, religion or belief, and from the broadest range of personal and professional backgrounds. We particularly welcome applications from women, those from a black or ethnic minority background and people living with a disability.

We ask all applicants to complete a diversity monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and whether there are any changes we could make to encourage a more diverse field to apply.

## 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**

Our department operates at the heart of government on some of the UK's biggest economic and social issues. Our mission is to drive growth, enrich lives and promote the UK to the world. We champion innovation and creativity. From the Arts to Artificial Intelligence, a quarter of UK businesses are in our sectors, and are among the fastest growing of our economy. Emerging technology is opening up new possibilities for human endeavour and self-expression. But we need to harness it, create new norms for the online world and build a strong civil society so that the benefits are shared by all. Our actions over more than 25 years of DCMS have become woven into the fabric of our nation. Today we continue to shape the world we want to live in – building a future fit for everyone.

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](mailto: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 the Cabinet Office.