



Committee for London & South Two Committee member vacancies

Welcome

Thank you for your interest in working with The National Lottery Heritage Fund. We are seeking to appoint two new Committee members to join the Committee for London & South from 1 April 2024.

We are looking for individuals with an enthusiasm and commitment to heritage and the important outcomes that heritage delivers for communities and people.

We are particularly interested in recruiting people who can evidence strong skills and experience in either of the following areas:

- Heritage-led urban and rural regeneration, place-making and management of heritage projects and partnerships;
- Community heritage and intangible cultural heritage (including developing digital engagement and capability), and enabling inclusion, access and participation work with diverse audiences.

Being part of the Committee is an exciting and rewarding opportunity to become involved in the Heritage Fund's work. The role will provide you with experience in grant-giving and consensual decision-making. You will get a unique insight into the work of a UK-wide funder, working towards organisational strategy whilst also delivering against local priorities across the London & South area.

This document should provide you with all the information you need to apply for this role. If you have any questions about the opportunity or require any adjustments to be made please contact DecisionMakers@heritagefund.org.uk.

Who are we?

Using money raised by the National Lottery, we **inspire, lead** and **resource** the UK's heritage to create **positive and lasting change** for people and communities, now and in the future.

We are the UK's largest dedicated funder of heritage, having invested over £8bn of lottery funding to more than 46,000 projects across the UK since 1994. From buildings and museums, to natural heritage and the heritage of cultural traditions and memories, we fund a broad range of projects that connect people and communities to the national, regional and local heritage of the UK.

Drawing on over 25 years' experience as an expert funder, we support and invest in a broad range of heritage and believe that understanding, valuing and sharing our heritage brings people together, inspires pride in communities and boosts investment in local economies.

Our new 10-year strategy, Heritage 2033, sets out our ambitions to support projects of all sizes that connect people and communities to the UK's heritage. Over the next decade we will take a longer-term view, investing in places and at a landscape scale, not just individual projects, to bring about benefits for people, places and our natural environment. We will strengthen partnerships with governments, local authorities and statutory agencies and create new collaborations and ways of working with those who share our vision. These ambitions are set out in a simplified investment framework and form the foundation of our shared vision for heritage to be valued, cared for and sustained for everyone, now and for the future.

Over the next 10 years, we aim to invest £3.6billion raised for good causes by National Lottery players to make a decisive difference for people, places and communities. We will strengthen and focus our support for the UK's heritage using four principles that will underpin our investment:

- saving heritage
- protecting the environment
- inclusion, access and participation
- organisational sustainability.

We will use these investment principles to create a more flexible framework to guide our funding. We will develop a number of strategic initiatives to seek deeper and greater impact while continuing to do what we do well through our open programmes, with devolved decision-making that uses the local knowledge and expertise of our six area and nation committees.

Our work in the London & South area

Since 1994, we have awarded over £3.2bn to nearly 15,000 heritage projects in London & South. The diversity of projects supported has included:

- In the summer of 2023, the once derelict **Sheerness Dockyard Church** reopened its doors and is now home to IslandWorks, a centre for enterprise and small business development, focused on young people. A grant of £5.26m funded a major restoration of the Grade-II* listed church, promising to deliver considerable benefits to the local economy in a former Heritage Fund Priority Development Area.
[Sheerness Dockyard Church | BBC News](#)
- **Curating for Change** is a Disability-led national programme which aims to tackle the serious under-representation of disabled people in the museum sector through systemic challenge and close partnership working with disabled people and museums. A grant of £950,000 is supporting 16 D/deaf, disabled and neurodivergent curatorial Trainees and Fellows working in a large representative cross section of museums in England producing exhibitions, events and blogs exploring disabled people's histories – while gaining skills for careers in the sector.
[Curating for Change – recruitment good practice | The National Lottery Heritage Fund](#)
- **A Monumental Improvement** is a three-year programme being led by Cornwall AONB. with a grant of just over £610,000. It focuses on providing a more supportive future for 38 Scheduled Monuments in Cornwall's protected landscape. The sites range from Iron Age hill forts and Neolithic settlements to Medieval motte and bailey castles.
[A Monumental Improvement | Cornwall Area of Outstanding Natural Beauty](#)
- A collaboration between the London Borough of Waltham Forest and Thames Water which has redefined **Walthamstow Wetlands** as London's largest urban wetland nature reserve. A grant of £4.76m has helped protect the site's nationally important biodiversity, while granting free access to the public for the first time.
[Walthamstow Wetlands | The National Lottery Heritage Fund](#)
- A grant of £52,000 to The Restoration Trust for the **Human Henge: historic landscapes and mental health at Stonehenge** project. The Trust supported 36 local adults who were accessing mental health services to engage with art and heritage through providing high quality, small group experiences of archaeology and historic landscapes. [Human Henge | The National Lottery Heritage Fund](#)
- A grant of £2.5m for the **Foresters' Forest** programme helped to protect and restore some of the Forest of Dean's most at-risk natural, built and cultural heritage, while connecting the community with its forest.
[The Foresters' Forest | The National Lottery Heritage Fund](#)

London & South is also home to two of the nine **Heritage Places** recently announced by the National Lottery Heritage Fund: Torbay and Medway. This is the start of an exciting 10-year journey to help transform heritage in 20 areas across the UK. Each will benefit from a share of £200m of funding, helping communities to realise the potential of local heritage in their area. A further 11 Heritage Places will be considered as part of our next round of business planning which will include further Heritage Places in London and South.

Who are we looking for?

You will be joining our Committee for London & South for a term of four years with the potential to be renewed for a second term.

For this recruitment round, we are particularly seeking people who live in Greater London or South East England, have a passion for, and commitment to heritage and be able to demonstrate this through your professional and/or lived experience.

We are also particularly seeking people who can evidence strong skills and experience in either of the following areas:

- Heritage-led urban and rural regeneration, place-making and management of heritage projects and partnerships;
- Community heritage and intangible cultural heritage (including developing digital engagement and capability), and enabling inclusion, access and participation work with diverse audiences.

We are keen to enhance our knowledge, experience and practices in ensuring inclusion, equity and diversity in our work and funding. . This experience will be used to help the Heritage Fund improve policies and procedures in our governance and investments and help remove barriers that may discourage under-served groups from engaging with us.

It is the Heritage Fund's belief that all people can bring useful insight and value to our decision-making process, and that it is only by our committees being representative of wider society that we can help make both our organisation and the heritage we fund be inclusive.

To achieve this goal we welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, belief or ability, and we are particularly keen to encourage applications from people from groups which are under-served both on our funding Committee and in the heritage sector more widely. These include:

- young people
- people from diverse ethnic communities
- people who identify as disabled or having long-term health conditions
- people who identify as LGBTQ+
- people from lower socio-economic backgrounds.

Anyone applying should be able to demonstrate the following:

- a passion for and commitment to heritage
- the ability to think objectively, analytically and strategically
- experience of consensus decision making
- strong communication, advocacy and influencing skills
- awareness of, or connections to, other organisations or groups within the country; and
- active commitment to equality, diversity and inclusion.

Individual committee members are not expected to provide detailed or specialist advice on grant applications. Where this is required, it is commissioned separately from our specialist advisers.

If you feel that you do not quite have all the knowledge, skills and experience listed above but are still interested in the role and feel you could make a useful contribution to the work of the Heritage Fund and help us reach a wider audience, we encourage you to contact a member of our governance team to discuss the opportunity at DecisionMakers@heritagefund.org.uk

What do the Nation and Area Committees do?

To assist the Board in awarding National Lottery funds we have set up six committees based across the UK. These are Scotland, Northern Ireland, Wales, and three committees in England split across the following geographic areas: London & South, Midlands & East and the North. These committees are referred to as the 'Nation and Area Committees'.

Our Nation and Area Committees meet four times a year (March, June, September and December) to discuss and make decisions on grants between £250,000 and £5m, provide advice to the Board on UK-wide campaigns and any funding decisions reserved for the Board, e.g. our grants over £5m, and keep oversight of small grants awarded by staff (up to £250,000). Meetings may last a full day but can be less depending on the amount of business to be discussed.

In between these meetings Committee members also act as advocates for the Heritage Fund, attending project visits, speaking at event launches, and working alongside local teams to engage under-served groups. To assist this work, we try to ensure that our committees are made up of members who, collectively, have a range of relevant skills and experience, and a range of geographical locations across the London & South area, so they can reflect and understand the cultural identities and diversities of the communities they are representing

You should expect to dedicate approximately 12 days per year to The National Lottery Heritage Fund business. This does not include time to prepare for meetings (reading meeting papers etc); the time for this can vary dependent on the length of the agenda but typically ranges from a half to two days.

Committee members should also expect some travel around their area whilst on business for the Heritage Fund, with the occasional overnight stay where necessary (any costs associated with this would be covered by the Heritage Fund). When travel is required local teams will work to identify the most appropriate member to attend.

What do we mean by heritage?

Our view of heritage is broad, progressive and inclusive. We believe that understanding, valuing and sharing our diverse histories changes lives, brings people together and provides the foundation of a confident, modern society. Heritage can include many different things from the past which individuals and communities value and want to pass on to future generations. For example:

- people's memories and experiences which are often recorded as 'oral history'
- histories of people and communities
- languages and dialects
- cultural traditions such as stories, festivals, crafts, music, dance and costumes
- histories of places and events

- historic buildings and streets
- archaeological sites
- collections of objects, books or documents in museums, libraries or archives
- natural and designed landscapes and gardens
- natural heritage, including habitats, species and geology
- places and objects linked to our industrial, maritime and transport history.

What can we offer you?

In return for your time and expertise the Heritage Fund will pay you an annual salary of £3,000 (paid in monthly instalments). The Heritage Fund will also pay for any expenses, in line with our policy, that you incur whilst completing business for us (petrol, train tickets, food etc.).

You will be assigned a 'buddy' as part of your induction. This will be an experienced member of the Committee who you will be able to ask for advice and assistance on all aspects of being a committee member e.g. what to look out for at project visits, how they approach reading papers, etc. Other assistance, including e.g. booking travel, is available from the Area's business support team.

It will give you an opportunity to build your network and contacts within the sector and across the four nations both through interaction with other Committee members and staff and wider engagement through project visits/openings.

You will have access to our internal training, with opportunities to attend briefing sessions on key policy areas.

Find out more

You can contact Stuart McLeod, Director for London & South, at stuart.mcleod@heritagefund.org.uk for an informal discussion about the role and how the Heritage Fund operates across the area.

How to apply

Please apply via our application portal:

[Vacancies | The National Heritage Memorial Fund](#)

Recruitment process

Application stage

The following advice is designed to help you apply as effectively as possible:

- Study all the information you have about the role so that you can understand what is involved.
- When completing your application, it would be helpful if you can detail exactly how

you meet the required criteria, including examples of your skills, knowledge and experience for each criterion. Consider all experience that may be relevant, and whether it was gained through professional or lived experiences.

- Make sure that you do not make any assumptions within the application process. Be explicit about your previous roles, skills and knowledge and if you are not sure if the short-listing panel will understand any areas, explain them clearly and as accurately as possible.
- Identify any potential conflicts of interest that you might have; if selected for interview, this would be explored further with you. Applicants are expected to respect and uphold the 'Seven Principles of Public Life' (the Nolan Principles). These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Let us know if you have any special requirements which will help you fully engage with the appointment process.

Finally, please assist us by also completing the monitoring form. This information, gathered from those applying for and obtaining appointments, helps the organisation monitor how effective it is in achieving its aim to attract a diverse range of candidates for public appointments. Your return will be detached from your application and will not be seen by the selection/interview panel.

The closing date for applications is **31 December 2023**.

Short listing stage

All applications will be considered by the selection/interview panel. They will assess applications against the criteria for the role. We will let candidates know if they have been selected for interview by **15 January 2024**.

Interview stage

Shortlisted candidates will be invited for an interview held in **London** on **Thursday 25 January 2024**. Please hold these dates in your diary.

The interview panel will consist of Simon Thurley (Chair of The National Lottery Heritage Fund and the National Heritage Memorial Fund (NHMF)), Taryn Nixon (Trustee and Chair of the Committee for London & South), and Anne Jenkins (Executive Director, Business Delivery).

If you are selected for interview, the panel will explore the application questions in greater depth with you and any potential conflicts of interest. Before the interview you will also receive a case paper, like those discussed at a Committee meeting. You will be asked to familiarise yourself with the paper to inform a discussion with the interview panel.

Recommendation stage

The successful candidates will be appointed by the NHMF chair.

Further information

The National Lottery Heritage Fund's guiding principles

The National Lottery Heritage Fund is committed to a progressive and democratic view of heritage. We believe all sectors of society are entitled to identify, care for and enjoy heritage, ensuring that it is a legacy for future generations that we can be proud of. Our guiding principles are clarity, prioritisation, judgement, responsible authority and accountability. As we mature as an organisation, our approach to funding and how we work with our customers will be guided by the values and principles we have developed:

- Clarity – we will use transparent criteria and communicate in accessible ways, offering good-quality advice and honest feedback.
- Prioritising – we will prioritise in a strategic context, taking account of emerging developments in the wider environment, and embrace innovation.
- Judgement – we will undertake robust, fair, assessment of applications, with processes that are as simple and friendly as possible.
- Responsible authority – we will be a wise investor using expertise and evidence to make our decisions.
- Accountability – we will be responsive to the needs and interests of National Lottery players and all our stakeholders, and report effectively on our performance at all levels.

Public service values

The Trustees of The National Lottery Heritage Fund and National Heritage Memorial Fund aim to:

- provide best value for money – ensuring services are delivered in the most effective, efficient and economical way.
- maintain the highest standards in the stewardship of public funds – demonstrating impartiality, integrity and objectivity.
- demonstrate openness and responsiveness in the way they operate and in their communications with the public.
- adhere to the standards in public life described by the seven Nolan principles.