

## Non-Executive Director for Culture

**Could you provide expert, independent, pro bono advice for the UK's National Commission for UNESCO on national and international culture policy? Would you like to work with the UK's UNESCO designations, with the UK government, with UNESCO and its member states?**

The UK National Commission for UNESCO is inviting applications for a Non-Executive Director (NED) with expertise and experience in the field of Culture.

### Background:

The UK National Commission for UNESCO is seeking to appoint a voluntary Non-Executive Director to its Board to take responsibility for the Culture Portfolio. **The closing date for applications is 05<sup>th</sup> November 2020. Interviews for selected candidates are likely to be arranged by video conference, provisionally on Thursday 26<sup>th</sup> November.**

### The UK National Commission for UNESCO (UKNC)

As the central link for UNESCO-related matters in the UK and a constitutional part of the UK's membership of UNESCO, the UKNC works to support the UK's contribution to UNESCO and bring the benefits of UNESCO to the UK. It is part of UNESCO's unique global network of national cooperating bodies known as National Commissions. It works at the heart of the UK's over 165 UNESCO designations. Its aim is to connect the UK Government and UNESCO to the UK's educational, academic, scientific, cultural, creative and artistic communities.

In this role, the UKNC's core functions are:

- To provide expert, independent policy advice to UK and devolved governments on UNESCO related issues;
- To support and enhance the value of the UK's 165 UNESCO sites and projects;
- To support the UK government's agenda in helping UNESCO become more institutionally effective;
- To advise and support individuals and institutions in the UK, its Overseas Territories and Crown Dependencies on accessing UNESCO accreditation;
- To work with and share best practice with the global network of the other UNESCO Member States' National Commissions for UNESCO.

The UKNC also administers the award of the UK government's Newton Prize, which celebrates outstanding achievement in research and innovation from Newton Partner countries around the world.

The UKNC is a company limited by guarantee, with a small Secretariat, normally based in Whitehall Court, London.

The main fields of activity in the Culture Sector of UNESCO comprise:

### Cultural Conventions

- 1954 Convention for the Protection of **Cultural Property in the Event of Armed Conflict** with Regulations for the Execution of the Convention (The Hague Convention) plus 2 protocols (1954, 1999)
- 1970 Convention on the Means of Prohibiting and Preventing the **Illicit Import, Export and Transfer of Ownership** of Cultural Property
- 1972 Convention concerning the Protection of the **World Cultural and Natural Heritage** 1972
- 2001 Convention on the Protection of the **Underwater Cultural Heritage** (UK has not ratified)
- 2003 Convention for the Safeguarding of the **Intangible Cultural Heritage** (UK has not ratified)
- 2005 Convention on the Protection and Promotion of the **Diversity of Cultural Expressions**

### Recommendations

- 2011 Recommendation on the **Historic Urban Landscape**
- 2015 Recommendation concerning the Protection and Promotion of **Museums and Collections**, their diversity and their role in society

### Programmes

UNESCO Creative Cities Network (joint approach with Communication & Information portfolio)

### Time commitment:

Commitment: at least 20 days per year, providing policy advice in areas of expertise (sometimes requested at short notice), and attendance (tele/videoconference participation during the Covid-19 pandemic) at UNESCO meetings in the UK, Paris or elsewhere, including four UKNC Board meetings per year and other task-related activities. Reasonable approved expenses will be covered.

**Candidates should indicate the time they expect to be able to devote to UKNC work.**

### Term of appointment:

UKNC Non-Executive Directors may serve up to six years, made up of two terms of three years, subject to a vote of approval by the UKNC Board.

### Remuneration:

The role is voluntary and there will be reimbursement of reasonable approved expenses only.

### Application notes:

Applicants should complete and submit an application form, which may be downloaded below, with a short covering letter (maximum length of 2 sides of A4) paying close attention to the job description and especially the essential and desirable criteria, indicating relevant expertise, engagement & networks. The names and email contacts of two referees should also be provided and the application should be sent to [recruitment@unesco.org.uk](mailto:recruitment@unesco.org.uk).

Although this appointment does not come within the remit of the Commissioner for Public Appointments, it is being made using a process which takes into account the Commissioner's Code of Practice as best practice. Appointment will be ratified by the UK Foreign, Commonwealth and Development Office.

Informal enquiries may be addressed by email or to arrange a conversation in confidence to Helen Maclagan (Non Executive Director, Culture Portfolio and Vice-Chair of the UKNC, [hmaclagan@unesco.org.uk](mailto:hmaclagan@unesco.org.uk) or James Bridge, CEO/Secretary-General at [jbridge@unesco.org.uk](mailto:jbridge@unesco.org.uk).

## UK NATIONAL COMMISSION FOR UNESCO (UKNC) NON-EXECUTIVE DIRECTORS (VOLUNTARY)

### ROLE DESCRIPTION AND PERSON SPECIFICATION

#### Purpose

To further the vision, purpose, objectives and values of the UKNC, in:

- Providing expert, independent policy advice to UK and devolved governments on UNESCO related issues
- Supporting and enhancing the value of the UK's 160+ UNESCO sites and projects
- Supporting the UK government's agenda in helping UNESCO become more institutionally effective
- Advising and supporting individuals and institutions in the UK, its Overseas Territories and Crown Dependencies on accessing UNESCO accreditation

#### Main tasks

- To provide expert advice in their field of competence
- To take part in formulating and regularly reviewing the strategic aims of the UKNC
- With other Directors to ensure that the policies and practices of UKNC are in keeping with its aims, that the organisation functions within the legal and financial requirements of a company limited by guarantee, and strives to achieve best practice

#### Behaviours and Attitudes

- Understand and support the aims and objectives and procedures of UKNC as set out in its Articles of Association and Accountable Grant and reflect the UKNC's vision and principles, strategy and major policies.
- Understand and consider the organisation (including the Secretariat) as a whole, maintaining good relations with all colleagues and recognising the respective roles of Board members and Secretariat staff
- Ensure familiarity with UNESCO programmes, policies and procedures and the UK Government's priorities and policies towards UNESCO relevant to their policy portfolio
- Be aware of the UNESCO designations in the UK, Overseas Territories and Crown Dependencies and familiar with those in their policy portfolio
- At all times when acting as a Director, or in connection with the UKNC's aims and objectives, to act in the best interests of the UKNC
- Prepare for, attend and contribute to Board and other meetings of Directors and occasionally take part in relevant training sessions
- Follow the Members' Code of Conduct & Best Practice, particularly when exercising the functions of the Directors or any of its task or sub-groups or committees
- Positive engagement with and the provision of advice, as appropriate, on core UKNC programmes and projects, in addition to work on their policy portfolio.

## Main duties

### 1. Providing Expert Advice

- Respond to requests for expert advice across the field of the UNESCO Culture sector
- Propose and pursue areas for policy review and research
- Prepare briefings on cultural issues for UNESCO and other meetings on cultural matters
- Prepare briefings and advice relevant to Culture in the context of the UK's agenda to promote organisational effectiveness at UNESCO
- Support and encourage current and aspiring UNESCO cultural designations in the UK including Overseas Territories and Crown Dependencies

### 2. Formulating and reviewing strategic aims

- As part of the Board, regularly review UKNC strategic aims
- As part of the Board, formulate new organisational policies and strategies as needed

### 3. Good Governance

- Ensuring policies and practices of the UKNC are in keeping with its aims
- Ensuring legal and financial requirements are met
- Ensuring best practice is pursued, particularly with regard to value for money and transparency

Additionally, fulfilling such other duties and assignments within the scope of the role as may be required from time to time by the Board of Directors.

## Required skills and experience

### Essential

- Commitment to the broad objectives and ideals of the UK National Commission
- Broad understanding of UNESCO, its objectives and activities and a commitment to UNESCO's values
- Particular knowledge and experience of work in the Culture sector as relevant to UNESCO
- Experience of strategy and policy development and performance monitoring
- Ability to communicate clearly and succinctly in English (orally and in writing) with a wide-cross section of society

### Desirable

- Experience of working with UNESCO or other International Organisations
- Experience of awards/designation processes
- Experience in more than one field within Culture
- Experience of roles in advisory bodies and/or of working with Government (preferably UK or devolved governments)
- Experience of director-level work for not-for-profit or charitable organisations, with particular reference to governance, legal, financial and audit, and business planning aspects
- Demonstrable networking skills and access to network(s) of associated experts or contacts
- International Development experience

### Commitment

- Directors will be expected to take an active role in the UKNC's work, relating both to their specific expertise and to general Company business
- Directors will, on occasion and only when it is safe to do so under UK government guidelines, be expected to travel to meetings in the UK, Paris or other locations to represent the UKNC and further its work, and to support the UK's Permanent Delegation to UNESCO in Paris or elsewhere. In the meantime, this work will be undertaken by tele/videoconference.