

## **UK National Commission for UNESCO**

### **Board Vacancy (voluntary basis) – Social and Human Sciences Portfolio**

**This voluntary role is an opportunity to play a leading expert role in the UK and internationally.**

This pro bono Board vacancy post operates in multilateral and national policy advice frameworks, grounded in its close links with the UK's UNESCO designations such as UNESCO university chairs and UNESCO Creative Cities.

Could you provide expert, independent pro bono advice for the UK's National Commission for UNESCO on Social and Human Sciences policy? Would you like to work with the UK's UNESCO designations, with the UK government, 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 Social and Human Sciences.

#### **Background:**

The UK National Commission for UNESCO is seeking to appoint a voluntary Non-Executive Director to its Board to take joint responsibility for the **Social and Human Sciences (SHS) Portfolio**, replacing Professor Colin McInnes who will be stepping down from the Board in late 2022.

Through SHS, UNESCO supports people and countries to understand each other better and in working together to build lasting peace based on sustainability, dignity and shared prosperity.

UNESCO helps to enable people to create and use knowledge for just and inclusive societies, fostering the respect of rights, social inclusion and non-discrimination.

Key SHS programmes and initiatives include:

- the inter-governmental programme for the Management of Social Transformations (MOST);
- ethical practices in science and technology, including the UNESCO Recommendation on the Ethics of Artificial Intelligence; and
- UNESCO's youth programme;
- the Culture of Peace and Non-Violence Programme;
- the promotion of sporting activities for peace and sustainable development, including anti-doping initiatives in sport.

Further information about UNESCO and about SHS can be found at:

<https://en.unesco.org/>

Interviews for selected candidates are expected to be held on Monday 18 July 2022.

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 Secretary of State for Foreign, Commonwealth and Development Affairs.

### **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, and it works at the heart of the UK's 170+ UNESCO designations. Its aim is to connect the UK Government and UNESCO to the UK's educational, academic, scientific, cultural, creative and artistic communities. The UKNC has up to nine Non Executive Directors.

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

### **Time commitment:**

The role of NED involves attending at least four UKNC Board meetings per year in London, and the UNESCO General Conference in Paris once every two years. There may be additional ad hoc meetings and events. NEDs also provide written policy advice to UNESCO and UK Government Departments in their fields of expertise. The basic time requirement is a approximately 20 days per year. Candidates should indicate the time they expect to be able to devote to UKNC work.

A role description is attached.

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

### **Application notes:**



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Applicants should complete and submit their application with a short covering letter (max 2 sides A4) indicating the relevance of expertise, engagement and networks and the names of two referees. Informal enquiries, or requests to arrange a conversation in confidence may be addressed by email to Colin McInnes (NED, SHS Portfolio, [cmcinnnes@unesco.org.uk](mailto:cmcinnnes@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 government on UNESCO related issues.
- Supporting and enhancing the value of the UK's 170+ 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.
- To work with and share best practice with the global network of the other UNESCO Member States' National Commissions for UNESCO.
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### Main tasks

- To provide expert advice in their field of competency.
- To take part in formulating and regularly reviewing the strategic aims of the UKNC. To work 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, objectives and procedures of UKNC as set out in its Articles of Association and Accountable Grant.
- Demonstrate a commitment both to UNESCO's aims *and* to working to promote 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 of the UK Government's priorities and policies towards UNESCO relevant to their policy portfolio
- Be aware of the UNESCO designations and in the UK and Overseas Territories 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

## **Main duties**

### **1. Providing Expert Advice**

- Respond to requests for expert advice in the area of competency to which you are appointed.
- Propose and pursue areas for policy review and research.
- Prepare briefings on issues for UNESCO and other meetings in the area of competency to which you are appointed.
- Promote the organisational effectiveness of UNESCO
- Represent UKNC and/or the UK government at appropriate meetings, including the UNESCO General Conference.

### **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**

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- Ensure that the policies and practices of UKNC are in keeping with its aims.
- Ensure that legal and financial requirements are met.
- Ensure that best practice is pursued, particularly with regard to value for money and transparency.
- Fulfill such other duties and assignments within the scope of the role as may be required from time to time by the Board of Directors.
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## **Required skills and experience**

### **Essential**

- Commitment to the 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 Social and Human Sciences sector specific to UNESCO's interests and concerns.
- 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 raising funds and/or gaining grants and building partnerships.
- Experience of awards and accreditation processes.
- General level of experience of and awareness in the Social and Human Sciences field.
- Experience of roles in advisory bodies and/or of working with Government (preferably Westminster or Devolved Administrations).



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- 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.

### **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 be expected to demonstrate a commitment to UKNC's work, relating both to their specific expertise and to general Company business.
- Directors will, on occasion 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.