



Committee for Northern Ireland: Three Committee member vacancies

Welcome

Thank you for your interest in working with The National Lottery Heritage Fund. We are seeking to appoint three new Committee members to join the Committee for Northern Ireland in April 2022.

This is an exciting opportunity for individuals with an enthusiasm and commitment to heritage and the good outcomes that heritage delivers for communities and people to become involved in the Heritage Fund's work. The role will provide you with experience in grant-giving and consensual decision-making.

Being a Committee member will give you a unique insight into how a UK-wide funder works. It will give you experience of working towards the organisation's strategy whilst also striving to achieve local priorities in Northern Ireland.

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, awarding over £8bn to more than 47,000 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 [Strategic Funding Framework 2019-2024](#) sets out how we will deliver long-term and sustainable benefits in response to the needs of the heritage sector. We want to make sure heritage addresses social issues, supports wellbeing and is enjoyed by the widest range of people. We are making landscapes and nature a priority, as well as the heritage of our diverse communities. We will stand up for heritage and the enormous good it does our society. We will make heritage organisations more resilient, encouraging new partnerships, new ideas and enterprising ways of doing things. More of our funding decisions will be made locally by people who live and work in their communities, and we will work hard to give heritage a future for people and communities to use and enjoy.

Our work in Northern Ireland

Since 1994, we have awarded over £254m to more than 1,600 heritage projects across Northern Ireland. These include projects as diverse as Antrim Castle Gardens, the Giant's Causeway, Hillsborough Castle, Warrenpoint Municipal Park, Gortilea Social Farm, Enniskillen Workhouse to the funding of the Apprentice Boys of Derry and the National Trust's purchase of Divis Mountain in Belfast.

As well as such larger scale projects we also fund many projects at a community level including Tollymore United Football Club, Arts Ekta and the Rural Community Network. All our funded projects have achieved a wide range of outcomes for communities and individuals living in, working in and visiting Northern Ireland.

In the 2020-22 period we have helped government departments deliver funding. For the Northern Ireland Office we delivered the Shared History Fund with 39 projects receiving grants totalling £1m to mark the Centenary of Northern Ireland in a thoughtful, inclusive, and engaging way.

We also delivered two rounds of Covid support funding to the heritage sector on behalf of the Department for Communities. During this period, we have also provided £50m of National Lottery support through the Heritage Emergency Fund to safeguard heritage sites across the UK and help them safely reopen.

Who are we looking for?

You will be joining our Committee for Northern Ireland for a term of four years with the potential to be renewed for a second term.

You should live in Northern Ireland and have a passion for, and commitment to heritage and be able to demonstrate this through your professional or lived experience.

At present, we are particularly looking to recruit new members with relevant experience in either of the following areas:

- tourism and visitor attractions
- historic buildings

We are also looking for knowledge of Local Government and our communities and to improve the geographic representation of the Committee, so applications from those

based in the West or North West of Northern Ireland will also be prioritised in our shortlisting.

We are keen to enhance our knowledge and experience in equality, diversity and inclusion. This experience will be used to help the Heritage Fund improve its policies and procedures in relation to our governance and investment 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 more inclusive.

To achieve this goal we are particularly keen to encourage applications from under-served groups both on our funding Committee and in the heritage sector more widely. This includes:

- young people
- people of black, Asian and diverse ethnic backgrounds
- people who identify as disabled or with long-term health conditions
- people who identify as LGBTQ+
- people from lower socio-economic backgrounds

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.

Anyone applying should have experience of the following:

- team working
- the ability to think objectively, analytically and strategically
- strong communication and influencing skills
- Awareness of or connections with other organisations or groups in your local area
- the ability or willingness to speak at public events on behalf of the Heritage Fund

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 Country 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 'Country and Area Committees'.

Our Country 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

(£3,000 - £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 projects visits, event launches and work 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 so they can reflect and understands 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 takes half a day.

Committee members should also expect some travel around their Country or 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. Committee meetings for Northern Ireland are normally held in a different location each time to allow members to see the full breadth of heritage we fund.

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 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 use 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.

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 with the sector 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

We are holding a **virtual drop-in session** on **Tuesday 25 January 2022 at 10am**. This is a chance for you to find out more about the organisation and the role and to ask questions. The session will be hosted by Paul Mullan (Director, Northern Ireland) and Mukesh Sharma (Chair of the Committee for Northern Ireland).

If you would like to attend this session please contact Shirlee Beggs Shirlee.Beggs@heritagefund.org.uk. You can [submit questions in advance](#). If you are unable to attend the session, please provide a contact so we can respond to your question directly.

If you are unable to attend this session, you can contact Paul Mullan at Paul.Mullan@heritagefund.org.uk for an informal discussion about the role and how the Heritage Fund operates in Northern Ireland.

How to apply

To apply, please send a CV of no more than two pages, along with a cover letter explaining how you meet the criteria and how you would be suitable for the role. Please send these to DecisionMakers@heritagefund.org.uk

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 cover letter it would be helpful if you can detail exactly how you meet the required criteria from what we have set out in the section titled 'Who are we looking for?'. Include examples of your skills, knowledge and experience for each criterion. Consider all experience that may be relevant, 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.

- Give details of two people who may be asked to act as referees for you. Referees must have an authoritative and personal knowledge of an applicant's achievements.
- Identify any potential conflicts of interest that they might have, and 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. Information on gender, ethnic origin and disability, 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 **11.59pm on Sunday 6 February 2022**.

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 the end of February 2022.

Interview stage

Shortlisted candidates will be invited for an interview held in the Heritage Fund's Belfast office on **Tuesday 15 March**. Please hold this date 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)), Mukesh Sharma (Chair of the Committee for Northern Ireland) and Eilish McGuinness (Chief Executive of The National Lottery Heritage Fund and NHMF).

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 one or two case papers, like those discussed at a Committee meeting. You will be asked to familiarise yourself with the papers 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