

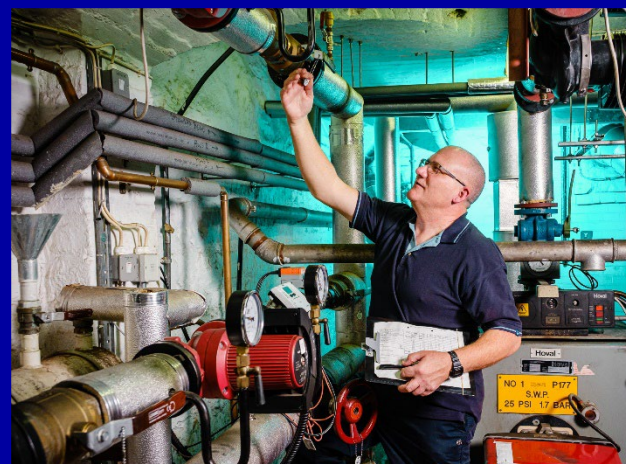


**Wilton  
Park**

# Senior Programme Director

Candidate pack

March 2024



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# Welcome to Wilton Park

Work that matters, a team that delivers.



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## About Wilton Park

Wilton Park is a discreet think-space designed for experts and policy-makers to engage in genuine dialogue with a network of diverse voices, to address the most pressing challenges of our time.

We're proud to support UK foreign policy development and the international strategic priorities of His Majesty's Government, bringing together experts, policy makers and decision takers to solve complex global issues.

We're also privileged to be a trusted partner for a wide range of foreign governments, international organisations and actors keen to explore - and resolve - issues of global importance. A home of strategic thought, respectful dialogue, and discreet diplomacy, we're the place people go when they need answers to difficult questions. People turn to us when they need a safe space to resolve differences.

Wilton Park is both of government and independent from it. We occupy a position that nobody else can and are a significant source of soft power for the UK. Trusted by governments, businesses and civil society, we facilitate conversations that others can't. Partners work with and return to us because of our unique ability to generate new ideas, help them find practical solutions, and support them in building networks of influence.

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## Working with us

We bring people together from around the world to help them solve some of the most complex global challenges. Whether your job involves creating delicious meals or designing world class events, we're united in a belief that dialogue and expertise can make the world a better place.

We deliver excellence in all that we do. We're passionate, dedicated and take pride in our work. We deal with the world as it is, embracing change and navigating complexity. Working at Wilton Park is challenging but rewarding. We welcome thousands of guests through our doors each year and run over 70 events annually. It's tough but we're a team. We're resilient and we're determined, because what we do, matters. We're proud of the impact that we have and the legacy that we leave. In return, we offer comprehensive benefits for our brilliant colleagues.



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## Your most important work lies ahead

We need people from all sorts of backgrounds and with all kinds of skills to help us build a team that delivers. As an organisation that works to support UK foreign and development policy, we want to reflect the world that we work in. Rooted in our local community and connected to the world, we value diversity and difference.

If you believe in work that makes the world a better place, if you like being part of passionate and dedicated teams, if you want to come to work and be yourself, if you feel that your most important work lies ahead, then we want to hear from you.

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## Purpose of the post

To strengthen Wilton Park's identity and profile as an important component of UK and international policy-making in the areas of human rights; women, peace and security; migration; and organised crime through developing and delivering high-impact and outcome-focused events and dialogues on priority issues in those areas.

To deliver events (around 10 per year, once fully established), raising funding, designing the programme with partners, and facilitating the events.

To establish, nurture and sustain relationships with a wide range of senior policy-makers and funding partners.

To provide other policy, strategic and corporate support to the Head of Policy, Chief Executive, other Programme Directors and Policy Officers, helping to plan and deliver a cohesive and strategic set of events, sequenced evenly across the year.

To contribute to the effective running of Wilton Park, including communications, outreach and mentoring of junior staff.



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## Key functions and responsibilities

### Key responsibilities

- As a Senior Programme Director identify, develop and deliver an agreed number of Wilton Park events (in the UK and overseas as required) on a wide range of issues related to human rights (including relevant issues around Artificial Intelligence and technology); women, peace and security; migration; and organised crime, achieving an annual financial target by raising funding for each event
- Work with FCDO, Home Office, and other HMG officials, colleagues from foreign governments, partners in national and international organisations, civil society and the private sector to identify and develop topical, timely and policy-relevant events
- Identify and engage with potential speakers and participants to ensure high-quality events which meet objectives, deliver outcomes for partners and reflect balanced participation of nationalities, disciplines and gender
- Convene and chair Wilton Park discussions and events in a neutral fashion to ensure that all participants and speakers have an opportunity to engage in meaningful, discreet and constructive dialogue using appropriate, relevant and outcome-focused facilitation techniques. Ensure prompt issuance of a report that captures key findings and policy recommendations after each event
- Relationship management: develop and maintain relationships with key funding and policy partners and networks. Plan objectives and measure outcomes. Identify and pursue revenue generating and partnership opportunities
- Represent the organisation at a senior level, making presentations and attending events as required
- Deputise for the Head of Policy and members of the Senior Management Team when appropriate
- Work with Policy Officers, Project Managers (PMs) and the event Delivery Team to ensure effective and efficient management of event administration, including regular planning meetings
- Financial oversight for event budgets: work in collaboration with PMs to ensure the monitoring of income and expenditure throughout event life and accountability for financial outcomes
- Digital and social media communications: plan, agree and assist with implementation of each event's media strategy (in line with Wilton Park's social media strategy)
- Monitoring and evaluation: understand and report transparently on outcomes to partners and sponsors to ensure aims and objectives are met within prescribed timelines. Apply lessons learned and outputs to inform future quality events

- Standard operating procedures and knowledge management: comply with Wilton Park's database requirements and comply with local health and safety requirements
- Carry out other duties as may reasonably be required from time to time

## Civil Service Behaviours

Application	Interview
Leadership	Seeing the Big Picture
Communicating and Influencing	Working Together
Delivering at Pace	Managing a Quality Service
	Making Effective Decisions

## Person specification

### Essential skills

- Substantial experience in human rights; women, peace and security; migration; and organised crime
- Experience of meeting financial targets and aptitude for fundraising
- International networks of relevant influential stakeholders
- Experience of designing, facilitating, convening and chairing discussions, workshops and conferences
- Strategic planning to meet business objectives

### Desirable skills

- Strong inter-personal and communication skills
- Ability to balance a demanding and varied workload, meet targets, ensure constructive collaboration with event teams, work to tight deadlines and manage time effectively
- Passion, imagination and ambition
- Experience of at least one of the following
  - International Development
  - Global Health
  - Global Economy and Trade
  - Climate Change and the Environment

# Recruitment process

This vacancy uses the Success Profiles Framework and will assess your Behaviours and some of the key skills listed on the job description. Please see the 'Hints and Tips' that are provided for your information about how to prepare Behaviour examples at the Application and Interview stage.

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## Application stage

You will be required to submit:

- 1 application form which includes a personal statement section. Your Personal Statement should explain your suitability for the role in up to 1,250 words, with particular reference to the essential skills criteria in the Job Profile. A recommended layout for this would be 250 words explaining your motivation for applying and 1000 words outlining how you meet the assessment criteria, with specific examples.
- 2 CV to assess your skills and experience.

The Behaviours you will be assessed on at the application stage are as follows:

- Leadership
- Communicating and Influencing
- Delivering at Pace

**IMPORTANT:** If you are applying under the Disability Confident Scheme and require Reasonable Adjustments in order to complete your application, please ensure we are aware of this on the date of application and certainly by the closing date.

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## Assessment

A panel will conduct an initial sift of applications. If a large number of applications are received the panel may decide to do an initial sift based on the first competency or behaviour. Those that pass the initial sift will then be considered against the remaining criteria.



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## Interview stage

The Behaviours you will be assessed on during the interview are as follows:

- Seeing the Big Picture
- Working Together
- Managing a Quality Service
- Making Effective Decisions

You will then be asked questions at interview based on some of the key skills listed on the job description. Please see the timetable below for indicative dates.

<b>Closing date for completed applications</b> 1600, Tuesday 16 April 2024	<b>Panel interview dates</b> w/c 29 April 2024
<b>Send application documents to</b> <a href="mailto:recruitment2@wiltonpark.org.uk">recruitment2@wiltonpark.org.uk</a>	<b>Expected start date</b> June/July 2024

If you are successful at the application stage, you will be invited to attend a panel interview at Wilton Park in Sussex or a virtual meeting on MS Teams. If you are interviewed for the post, you will be asked to provide proof of identity.

There may be other opportunities in the future. Candidates who meet the required level at interview, may be kept on a reserve list for 12 months. Should this, or another substantially similar role arise within this period, we may fill it with a reserve candidate from this campaign.

Please note that Wilton Park will not reimburse any travel costs or expenses incurred as part of the selection process.

Current Wilton Park staff members are advised that this is an external campaign and, as such, will be required to go through the same process as all other candidates.

If you have any questions or wish to discuss the role or the process further please email [humanresources@wiltonpark.org.uk](mailto:humanresources@wiltonpark.org.uk) quoting the vacancy name in the subject line of all correspondence.

Feedback will only be provided if you attend an interview or assessment.

# Terms and conditions

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## Salary

The total package for this role at G6 grade is £68,586.

## Existing Civil Service

For existing Civil Servants, the usual Wilton Park rules on starting pay on level transfer will apply. Your current salary excluding any allowances, will be transferred to Wilton Park payroll, subject to the Wilton Park grade maximum. For those being promoted, you will receive a 10% increase on your current salary or the higher grade minimum, whichever is the greater.

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## Terms of appointment

Permanent or fixed term for 3 years for civil servants whose home department supports a right to return.

The probation period for this role will be 6 months. Provided the period of probation is completed successfully, the appointment will be confirmed. However, if the standard required for confirmation of appointment is not met, the appointment may be terminated.

Former members of the Home Service/Diplomatic Service who are re-employed as substantive civil servants after a period of five years or more will be required to serve another period of probation. You will also be required to serve a period of probation if you are re-employed at a band higher than that at which you left Wilton Park.

## Hours

The vacancy is full time working for 37 hours (net) per week Monday-Friday. Gross conditioned hours (GCH) are 42 including an unpaid lunch break of one hour.

## Pension

If you are transferring from another employer who offers the Civil Service pension arrangements, you will continue to be covered by those arrangements for the duration of this appointment.

Appointees may choose to join the alpha or partnership schemes offered by the Civil Service Pension Scheme:

If you join alpha, an occupational pension scheme which provides a defined benefit worked out on a Career Average basis, details of the contributions you will pay are shown below. Employer pension contributions cover the rest of the cost of the scheme.

### alpha contribution rates from 1 April 2023

Employee contributions		Employer contributions	
Annualised rate of personable earnings	Contribution rate 2023 -24	Annualised rate of personable earnings	Contribution rate 2023 -24
Up to £32,000 pa	4.6%	£23,000 and under	26.6%
£32,001 - £56,000 pa	5.45%	£23,000 - £45,500	27.1%
£56,001 – £150,000	7.35%	£45,501 - £77,000	27.9%
£150,000 and above	8.05%	£77,001 and over	30.3%

Partnership is a stakeholder pension. Members do not have to make contributions. We pay a contribution, as employers, related to a member's age. If a member does make a contribution, we make an additional contribution to match it (up to a ceiling of 3% of annual earnings).

Further details of pension options will be provided on appointment. Appointees who are already members of the Civil Service Pension Scheme may have the option to remain within their existing scheme. For further information please see [Civil Service Pensions](#).

## Leave

The paid leave allowance for this post will be pro-rated against an annual allowance of 25 days (5 weeks), rising by one day a year to a maximum of 30 days leave after 5 years of service. You will also receive 9 days public and privilege holidays per year (pro-rated). The leave year runs from 1 January to 31 December.

## Location

Flexible with requirement to travel to Steyning, West Sussex at least one day per week in addition to attendance at events you are running either in West Sussex or at other locations including overseas.

## Nationality and Residency

You will be eligible for appointment only if:

1. you are a British citizen

or

2. have settled status and the right to work in the UK. Proof of this will be requested and can be a UK Passport, Residence Permit or settled status documentation

You should be aware that a lack of sufficient background information may preclude you from being granted security clearance.

## Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is SC.

See our [vetting charter](#).

People working with government assets must complete [basic personnel security standard checks](#).

All applicants should be aware that a lack of sufficient background information might preclude an applicant from being granted security clearance.

To be eligible for security clearance, staff are required to have a UK footprint of 2 in the last 5 years (including as a Crown Servant overseas). This is a mandatory requirement of National Security Vetting (NSV).

Any offer of employment will also be subject to clearance by our Occupational Health Service.

## **Cabinet Office Internal Fraud Database (IFD) Check**

From 29 January 2018, Wilton Park started providing the Cabinet Office with information about employees who have been dismissed for fraud or dishonesty offences. This information is the individual's name, date of birth, national insurance number and a general description of the relevant misconduct. This also applies to employees who resign or otherwise leave but who, because of an adverse decision by the investigation panel, or decision maker, would have been dismissed for fraud or dishonesty had they continued in employment.

The Cabinet Office input this information onto a database – the Internal Fraud Database (IFD) – and retain it for a period of five years from the date of dismissal (or the date employment ended). It shares with Wilton Park the name, date of birth and national insurance numbers of the staff included on the IFD. Where an applicant to a department is successful in interview, Wilton Park will, as part of its pre-employment screening, check applicant details against the information received from the Cabinet Office. Any applicant who is included in the IFD will be refused employment.

## **Conflict of Interest**

If you or your spouse/partner has any business interest or conflict of interest with the activities of Wilton Park, you will be expected to declare this at a later stage. You will also be asked to inform us of any indirect conflict in interest you may have through any other family member or partnerships.

## Confidentiality

You will be subject to the provisions of the [Official Secrets Act](#).

## Disability Confident Scheme for Disabled Persons

Wilton Park is an accredited 'Disability Confident Employer' under the government's Disability Confident Scheme, which denotes organisations that have a positive commitment towards disabled people. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role, as outlined in the Person Specification in this pack. By 'minimum criteria', we mean you must provide us with evidence in your application form which demonstrates that you generally meet the required level in each behaviour, as well as meeting any of the qualifications, skills, or experience defined as essential.

If you wish to claim a guaranteed interview under the Disability Confident commitment, you should attach a statement to this effect to your application. It is not necessary to state the nature of your disability.

## Wilton Park and General Data Protection Regulation (GDPR)

Personal data collected as part of this job application will be processed in accordance with Wilton Park's [Recruitment Privacy Policy](#). The Privacy Policy explains what personal data Wilton Park holds about you, how we collect it, and how we will use and may share information about you.

## Civil Service Commission Recruitment Principles

Wilton Park's recruitment processes are underpinned by the principle of selection for appointment on merit, on the basis of fair and open competition, as outlined in the [Civil Service Commission Recruitment Principles](#).

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should, in the first instance, contact [csc.recruitment@fcdo.gov.uk](mailto:csc.recruitment@fcdo.gov.uk). If you are not satisfied with the response you receive from Wilton Park, you can contact the Office of the Civil Service Commissioners at [info@csc.gov.uk](mailto:info@csc.gov.uk).

## The Civil Service Code

Information about Civil Service values can be found in the [Civil Service Code](#).

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## Benefits

### Special Paid Leave

This may be granted when getting married, for paternity, or for compassionate reasons and, in some circumstances, for study and exams.

### Career Breaks and Special Unpaid Leave

Subject to operational requirements, these may be granted for a variety of circumstances such as voluntary work, study, nursing a relative etc.

### Time off in Lieu (TOIL) and Official Travel Time

These can be taken if you work in excess of your conditioned hours, with prior agreement of your Line Manager.

## Learning and Development

Wilton Park is an organisation that recognises that workplace learning is vital to success and needs to be accessible to all. We strive to create the right environment to empower staff to take responsibility for their own learning and developing both personally and professionally. You will have access to formal and informal learning opportunities to help you develop the right skills, competences and knowledge at the right time.

### Free annual eye test

These are available up to £25. There may also be a contribution of up to £100 for frames/prescriptions.

## **Flexible Benefits**

Staff discounts and savings (including cash back options) are available at a number of retailers.

## **Give as You Earn**

You can make a donation to charities that are tax/NI free through Payroll. This is particularly attractive to higher tax earners as this cannot be done through direct donations.

## **Employee Assistance Programme**

This provides a 24/7 confidential counselling service on such matters as financial problems, childcare, social security benefits, elder residential care etc.

## **Pre-Retirement Help**

Officers considering retirement have access to a one-day workshop and online support offered through Civil Service Learning, to help consider the financial and life changing aspects of this important event. If pre-retirement is connected with an early exit scheme, access is also given to commercially provided outplacement support.

## **Interest Free Loans**

These can be for a season travel ticket, station car parking or bicycle purchase to travel to work.

## **Cycle to Work**

A salary sacrifice scheme whereby employers provide cycles and safety equipment to employees as a tax and National Insurance free benefit. The maximum value is £1,000.



## **Flexible working**

Wilton Park encourages all forms of flexible working. Some roles are open to applications for flexible working. Staff can apply for flexible working arrangements, where the role dictates, details of the flexible working policy are available on request.

Hiring managers should be available to discuss proposed working patterns with potential candidates.

## **Car parking**

There is free car parking at Wiston House, the home of Wilton Park.

## Join our team

If you believe in work that makes the world a better place, if you like being part of a passionate and dedicated team, if you want to come to work and be yourself, if you feel that your most important work lies ahead, then we want to hear from you.

[recruitment2@wiltonpark.org.uk](mailto:recruitment2@wiltonpark.org.uk)

Switchboard: +44 (0)1903 815020

Wilton Park, Wiston House, Steyning,  
West Sussex, BN44 3DZ, United Kingdom

[wiltonpark.org.uk](http://wiltonpark.org.uk)

