



Wilton Park

Application pack

Graduate Associate

2018



Welcome to Wilton Park: The forum for global change

Wilton Park plays a key role within the international community by analysing and advancing the agenda on global policy challenges. Our strategic discussions create and strengthen the links between ideas, policy development and delivery of practical results. We bring together leading representatives from the worlds of politics, diplomacy, academia, business, civil society, the military and the media to resolve issues of international security, prosperity and justice. Wilton Park creates a neutral environment where differing views can be expressed and debated openly, encouraging understanding and greater cooperation.

Our priorities include:

- Global economy
- Conflict prevention, resolution and state building
- Sustainable development and the environment
- Human rights, good governance and faith
- Defence and security
- Multilateral institutions, key countries and regions

Promoting innovation in global thinking

Wilton Park events provoke lively debate and encourage inclusivity among the policy makers and opinion formers who participate. Numbers are limited to give everyone the chance to share their views, and discussions are non-attributable to encourage frank exchange.

Our 2-3 day meetings allow plenty of time and space to share ideas; creating the ideal atmosphere for open dialogue, thoughtful problem solving and innovative strategy development. As well as roundtable discussions and small working groups, participants particularly benefit from the ample opportunities for informal networking.

Wilton Park's highly experienced programme teams regularly recreate the unique style of our events at venues around the world. We also hold shorter events at central London locations, such as our 90 Minute Dialogues and Annual Address.

Developing a worldwide expert network

Wilton Park's international reputation, expertise and strong relationships with governments enable us to convene authoritative, topical and productive events. A key strength is the ability to draw on our overseas networks to ensure a broad spectrum of participants reflecting a diverse range of disciplines and opinions.

Participants regularly meet new expert contacts and rediscover past professional acquaintances at our events. We encourage these evolving networks and facilitate the ongoing high level collaboration which shapes the agenda and advances international policy long after our meetings finish. We document and evaluate our conferences, producing final reports which participants use in future policy formulation.

Our strategic, intellectual and financial partnerships with like-minded organisations give us access to fresh expertise and allow us to develop our networks further.

Building on our heritage

Wilton Park's first discussions took place in 1946 when leading British figures and prominent Germans focused on how to restore democracy in post-war Germany. Our reputation as a world-leading discussion centre has grown over six decades, as we have pursued our original objective to address and resolve global challenges.

In 2016, we celebrated our 70th anniversary and our 65th year at Wiston House, a secluded Elizabethan manor house in the South Downs National Park in the south of England, where we hold the majority of our residential meetings. Wilton Park has been a not-for-profit Executive Agency of the Foreign and Commonwealth Office since 1991.

For details on programmes, conference reports and how to participate in a Wilton Park event, please visit our website wiltonpark.org.uk

Job information

Wilton Park operates with approximately 86 staff and was reaccredited as an [Investors in People](#), a recognition of the high priority given to the management and training of staff.

Salary

The salary for this post is £19,041. This post is a Grade A1 under the Civil Service Pay Grade. Fixed term contract for 24 months.

Hours

The vacancy is full time working for 42 hours per week Monday to Thursday 0900 to 1730 and Friday 0900 to 1700.

Holidays

25 working days per annum, plus 9 bank holidays pro rata. These are notified annually in office circulars.

Terms and conditions

The general conditions of service are those laid down by Wilton Park.

Applicants must have been resident in the UK for at least two of the previous five years.

Please note that Wilton Park is in an isolated position and not accessible by public transport.

Pension scheme

Appointment is pensionable from the outset under the Civil Service Pension Scheme. Membership is not compulsory.

Response details

Please complete the application form by 22 June 2018 and sent it to recruitment@wiltonpark.org.uk

Interviews are likely to be held over the period 2 – 13 July 2018. Please indicate your availability.

If you have any questions not covered in the documentation, please email your questions to: elizabeth.evans@wiltonpark.org.uk

We look forward very much to receiving your application.

Job description

Reports to: Elizabeth Evans

Purpose of the post

The Graduate Associate will work across the organisation, immersing themselves in the work of each team, providing support for the delivery of Wilton Park's objectives, which are to help develop and deliver a programme of projects and programmes in support of the UK's foreign policy objectives.

The Graduate Associate will support the production lifecycle of a Wilton Park event, working from identification and development of initial policy ideas through to the preparation, project management and delivery of events held at Wiston House or in alternative venues in the UK and overseas.

Key functions

Working across Wilton Park's Policy, Delivery, Communications, Finance and Operations Teams, as well as the Chief Executive's Office, the Graduate Associate will work closely with:

Policy Team:

- On policy analysis; contributing to and undertaking activities in support of Wilton Park's strategic plan; and inter alia, helping develop potential events on existing and new themes; including intellectual input on programme development;
- Researching specific meeting topics and themes and potential linkages eg with Wilton Park's priority themes; topics and key actors; researching new and existing funding, partnership and sponsorship opportunities;
- Developing and drafting briefs; concept Notes and programmes; drafting funding applications; building event lists; and
- Supporting post event reporting to (including monitoring and evaluation), and engaging with: partners on policy, financial and other targets.

Delivery Team:

- Project management and delivery: key operational and administrative tasks (as set out in the Delivery Team Task Lists) covering processes before, during and after an event, including, inter alia, preparing branded documentation, event finances and arranging local and international travel;
- Relationship management: managing participant and speaker lists; liaising with partners and FCO posts; and
- Data management: using and maintaining our Knowledge Information Management (KIM) system.

Communications Team:

- Gain a full understanding of OASIS campaign planning;
- Support development and delivery of communications campaigns and activities for both Wilton Park and Wiston House, including creating social media content and evaluating digital campaigns; and
- Work with the Campaigns and Engagement Officer on the delivery of one full event communications plan - on all aspects of event communications from objective setting, through to implementation and evaluation. This would culminate in attending the event itself, working with the Comms Team to create content and coordinating the promotion of event outputs.

Finance Team:

- Understanding Wilton Park's financial operating model and financial management systems;
- Assisting with preparation of monthly balanced scorecard measures; and
- Helping prepare event budgets, taking into account all cost drivers and factors.

Operations Team:

- Working with the Heads of Departments within the Operations Team to support event specific conference, technical and other requirements; and
- Understanding the commercial business plan, working with the Sales Team to support the sales and marketing effort for Wiston House.

The Chief Executive's Office:

- Support the Chief Executive (CE), through provision of timely and accurate briefs; researched and drafted in consultation with Programme Directors, internal and external colleagues and contacts as required;
- Liaising with contacts and partners to support delivery of the CE's meetings, events and business trips, capturing and taking action on (with other colleagues as required) any action points arising; and
- Provide the Wilton Park US Hub and USA Foundation (USAF) with timely and efficient programme support to help enable the Hub and USAF to deliver on their goals and activities in support of Wilton Park's and the FCO's foreign policy priorities and HMG's wider international strategic objectives.

Additional/other duties:

- Working with Monitoring and Evaluation (M&E) leads, contribute to activities eg to ensure individual event outcomes are captured and actively promoted, and to identify ongoing and future potential for collaboration, including across other thematic or policy areas;
- Working with the lead Programme Director, review and edit draft event reports as required.
- Note taking and Rapporteur work as required;
- Actively engage in Wilton Park's Learning and Development Strategy and processes, including through utilising Civil Service Learning (CSL) and FCO Diplomatic Academy opportunities;
- Provide specific support for event teams and attendance at Wilton Park event receptions and dinners, as and when required;
- Comply with local health and safety requirements;
- Gain the knowledge needed to follow the relevant legislation, policies, procedures that apply to the role;
- Actively encourage customers to access the information or support that will help them understand and use the services more effectively;
- Be an ambassador for Wilton Park and the wider Civil Service; and
- Carry out other duties as may reasonably be required.

Key competencies required**Strategic Cluster – Setting Direction**

Seeing the Big Picture (BP)

Making Effective Decisions (ED)

People Cluster - Engaging People

Leading and Communicating (LC)

Collaborating and Partnering (CP)

Performance Cluster - Delivering Results

Delivering Value for Money (DVM)

Managing a Quality Service (MQS)

Delivering at Pace (DP)

Skills and experience required

Essential skills:

- Ability to research topics and information gather to successfully inform own work (BP)
- Demonstrate a good understanding of the role and how it will contribute to both team and wider departmental priorities in setting and achieving goals (BP)
- Demonstrate a good understanding of how this role links to and impacts colleagues in own Team and in other partner organisations (BP)
- Demonstrate ability to understand requirement for confidentiality (ED)
- Demonstrate ability to problem solve (MQS)
- Ability to communicate clearly and constructively (LC)
- Ability to demonstrate a collaborative work style and willingness to take on different roles (CP)
- Demonstrate excellent organisational skills (MQS)
- Ability to work at pace while maintaining accuracy and attention to detail (DP)

Desired skills:

- Understanding of how to work collaboratively with colleagues (CP)
- Ability to recognise when to ask for help and how to identify who to ask (CP)
- Demonstrate an ability to show sensitivity and to see issues from other people's perspectives (MQS)
- Demonstrate knowledge of and interest in developing Microsoft suite skills (MQS)

Essential experience:

- Experience of making a positive contribution to a team (CP)
- Ability to work confidently with numbers (MQS)
- A 1st or a 2(i) from a recognised university
- An interest in global affairs and policy

Desired experience:

- Experience of making a positive contribution to a team (CP)
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Learning and Development

- Full training on OASIS campaign planning
- FCO and Civil Service e-Learning, including Level 3 City and Guilds Diploma in UK Foreign Policy and Diplomacy
- Continuous on the job training
- Note-taking and Rapporteur work

Assessment

Continuous assessment will be carried out throughout the 24 months of the scheme.

Formal assessments will be conducted at 3 months; 6 months; (mid-term review and completion of probation period); and 12 months (end of first year appraisal) - successful completion of which is required to progress into year 2 of the scheme. This will be followed by a year 2 mid-term review at 18 months and a final end of tour appraisal after 24 months.

The role requires successful completion of the Foundation Stage of the FCO's Diplomatic Academy - which results in a City and Guilds Level 3 qualification in Foreign Policy and Diplomacy.

Wilton Park reserves the right to change and amend the role requirements in-line with ongoing business needs.

Guidance notes for applicants

Please read this information before submitting your application

The information you provide on your application form will determine whether you are short listed for interview. To be short listed you will need to show that you:

- Meet the requirements of the post
or where there are many applicants who show that they meet the job requirements
- That you meet the requirements for the post to a high level

Completing the application form

You should complete all sections of the form. Curriculum vitae may only be used in addition to this form.

All time since leaving fulltime education must be accounted for.

- The job description is included with this Application Pack. It outlines the duties of the post and includes key competencies which are a list of carefully considered and justifiable criteria based on the job description. It outlines the qualifications, knowledge requirements, competencies and skills we require in candidates and where we would expect to get evidence of these attributes. This enables recruiters to assess an applicant's suitability to be short listed and assessed for a job. Where you believe you have the necessary skills and competencies, you should give examples of these. Relevant skills may have been gained other than through paid employment so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills/competencies have been developed.
- **References** – Two references are required. Your current employer **must** be one of your referees or, if you are currently not working, this should be your most recent employer. If you are currently a student, one referee should be your college. We reserve the right to contact any of your previous employers.
- **People with disabilities** – As part of our commitment to Equal Opportunities, Wilton Park guarantees to shortlist people with disabilities who meet the essential criteria of the post. If you consider yourself to have a disability that would affect your application, you will need to inform us and we will process your application accordingly. We recognise that some people may have disabilities, which mean they require support and/or assistance during a selection process. We will try to ensure that any requirements you may have are met. You will have the opportunity to contact the HR Administrator to discuss your requirements.

Further information about working for Wilton Park

- **Pre-employment medical and security questionnaire** – Any offer of employment will be subject to clearance by our Occupational Health Service and Security Clearance Service. You will be eligible for appointment only if:
 - a) you are a British/EU citizenand
 - b) you have been resident in the UK for at least two of the previous five years, at least one year of which must have been a consecutive twelve months period. Furthermore, to enable the appropriate security checks to be carried out, you must have resided for at least three consecutive years in one country

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

If you are interviewed for the post, you will be asked to provide proof of identity.

- **Probation and notice** – a probationary period of 6 months is applied to this post. Termination of employment on either side is subject to one month's notice during this time.

- **Equal Opportunities monitoring form** – Wilton Park aims to effectively monitor the success of its Equal Opportunities Policy and practice. The monitoring of Equal Opportunities data within the recruitment process is vital to ensure we achieve this.

Any information provided will be used solely for monitoring purposes and will not be considered in any part of the selection process. The only exception to this is where a candidate has indicated a disability and will therefore be guaranteed to be short listed providing the essential criteria for the post are met.

The next step

- Please ensure you send your completed application to us by the closing date
- Interviews are generally held within 4 weeks of the closing date, so if you have not been invited to attend an interview within this time, please assume that you have been unsuccessful on this occasion
- Where certificates or licences may be relevant, you will be asked to provide evidence of these during the selection process
- We suggest you keep a copy of your completed application form

Security Check and fraud database

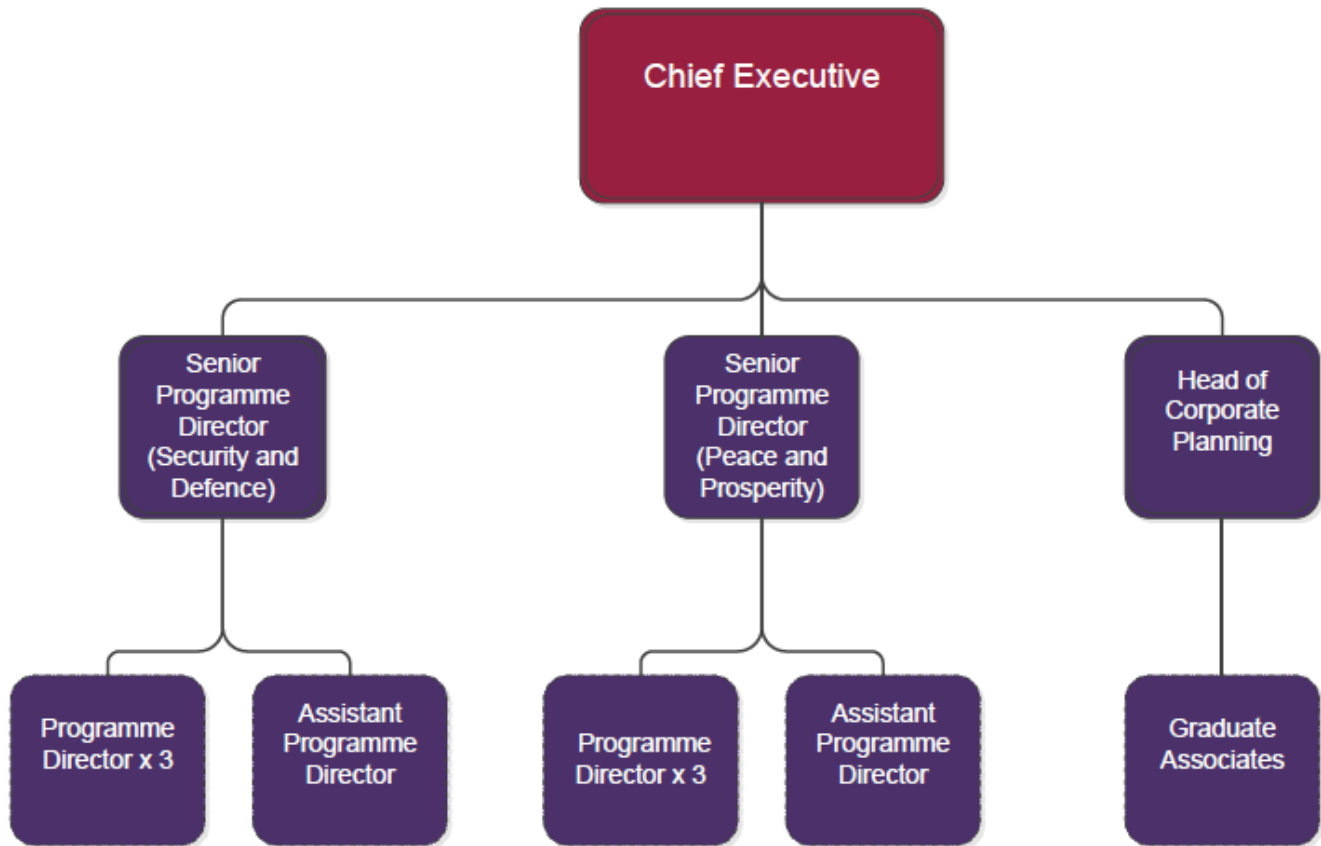
This job requires Security Check security clearance as a condition of employment. If you are successful at interview, you will be asked to complete a security questionnaire. Employment references will also be obtained. Before a formal offer of appointment can be made this will include checking applicant details against the Cabinet Office Internal Fraud Database (IFD) – see section below.

Cabinet Office Internal Fraud Database (IFD) check

From 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 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.

With effect from September 2018





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 Commissioners' Principles](#). If you feel your application has not been treated in accordance with the Principles and you wish to make a complaint, you should contact HR Department at Wilton Park in the first instance. If you are not satisfied with the response you receive from Wilton Park, you can contact the Office of the Civil Service Commissioners.