



Wilton Park

# Application pack

**Programme Director**

October/November 2017



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

# Job information

## Post: Programme Director

Wilton Park operates with approximately 80 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 range for this post is minimum £44,732 maximum £56,786. The post is a Grade D6. The vacancy is full time working for 42 hours a week Monday to Friday.

### 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 ten years.

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

### Holidays

25 working days per annum, plus 9 bank holidays and privilege holidays for 2017. These are notified annually in office circulars.

### 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 and sent it to:

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

or by post to: Robin Hart, Wilton Park, Wiston House, Steyning, West Sussex BN44 3DZ

by midday 19 November 2017

Interviews are likely to be held during week commencing 4 December 2017. Please indicate your availability.

Should you wish to have an informal discussion about the post, please contact:

Robin Hart on +44 (0) 1903 817759

We look forward very much to receiving your application.

# Job Description

Post: Programme Director

Reports to: Senior Programme Director

## Purpose of the post

To identify, develop and deliver international policy discussions as part of Wilton Park's work to lead discussions on global policy. Wilton Park events support British strategic foreign policy objectives by convening opinion formers and policy makers from around the world to address and resolve issues of critical importance to global prosperity and security.

## Job description

### Key responsibilities:

- Identify, develop and deliver at least seven Wilton Park events a year in the UK, and overseas as required.
- Establish and develop strong relationships with a range of partners including FCO officials, colleagues from other UK and international government departments, partners in national and international organisations, including academic and NGO, to identify and develop topical, timely and policy relevant events. Contribute to strategic thinking with the CEO and Policy team on developing Wilton Park's policy themes and events.
- Design programmes for each event which are policy and outcome focused, working in collaboration with partners. Manage ongoing programme development. Identify and engage with potential speakers and participants to ensure a high quality event which meets objectives, delivers outcomes for partners and achieves multidisciplinary, citizenship and gender participation as required. Work on the development of events with support from a Programme Development Associate or policy interns.
- Convene, chair and host 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 that a short report is issued which captures key findings and policy recommendations, post-event.
- Identify and pursue revenue generating and partnership opportunities in collaboration with the Business Development Manager and with the support of the policy team. Achieving an annual financial target, to be agreed each financial year.
- Relationship management: develop and maintain relationships with key partnerships and networks.
- Work with the 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 and accountability for financial outcomes.
- Digital and social media communications: plan, agree and assist with implementation of each event's communications strategy (in line with Wilton Park's social media strategy).
- Monitoring and evaluation: assess and report transparently on outcomes to partners and sponsors to ensure aims and objectives are met. Apply lessons learned and outputs to inform future quality events.
- Standard operating procedures and knowledge management: comply with Wilton Park's database requirements; centrally set timelines and deadlines.
- Comply with local health and safety requirements.

- Carry out other duties as may reasonably be required from time to time.

**Key competencies required**

Seeing the Big Picture  
Changing and Improving  
Leading and Communicating  
Collaborating and Partnering  
Managing a Quality Service  
Delivering at Pace  
Making Effective Decisions

# 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 a large number of 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 ten 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.

- **Hours of work** – 42 hours per week. Monday to Thursday 0900 to 1730 and Friday 0900 to 1700.
- **Probation and notice** – a probationary period of 6 months is applied to new appointees. 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

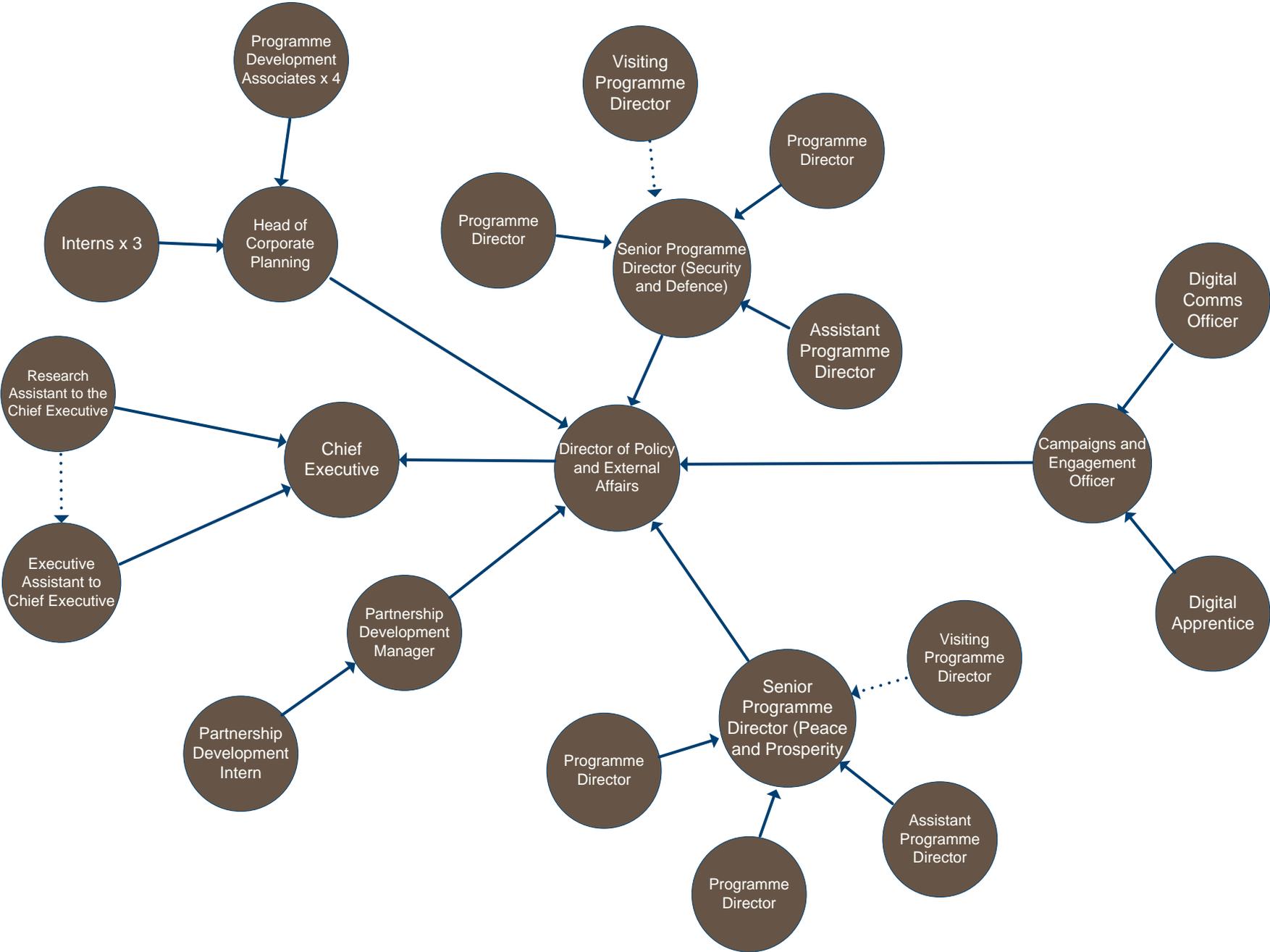
This job requires Security Check security clearance as a condition of employment. If you are successful at interview, you will be asked to complete a security questionnaire. Employment references will also be obtained. Before a formal offer of appointment can be made this will include checking applicant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

## Cabinet Office Internal Fraud Database (IFD) check

From October 2017, 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 employment.

# Policy





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.