



Wilton Park

Wilton Park Advisory Council

Information pack for applicants

Closing date 24 February 2020

Overview

Indicative Timetable

Advert date: 20 January 2020
Closing date: 24 February 2020
Short-listing: complete by 6 March 2020
Interviews to be held w/c 30 March 2020
Notification date: 20 April 2020

Time Commitment: Part time. The role of a Wilton Park Advisory Council (WPAC) member involves attending at least two WPAC meetings per year, usually in January and June, alongside other ad hoc work as required.

Remuneration: WPAC appointments are unpaid however, in line with the WPAC Travel and Expenses policy, reasonable costs of travel within the UK to attend WPAC meetings will be reimbursed. Expenses incurred outside the UK may be claimable by prior discussion with the Chair or Chief Executive.

For information regarding the selection process, please contact Niki Wood by e-mail: Niki.Wood@wiltonpark.org.uk

About Wilton Park

Wilton Park, established 70 years ago, is at the forefront of British foreign policy in advancing the cause of a safe, just and prosperous world through dialogue.

An Executive Agency of the UK Foreign and Commonwealth Office, Wilton Park is charged with supporting the UK Government and the international community in analysing and shaping opinion on foreign policy and the international challenges that are faced in an uncertain world.

Wilton Park organises around 70 events a year, both at its base in Wiston House, West Sussex and overseas. It brings together policy makers, opinion formers and stakeholders from the worlds of politics, diplomacy, academia, business, civil society, the military and the media in a neutral and discreet environment for 'off the record' discussions to help solve issues of shared global concern.

You can find out more about Wilton Park by visiting our website at: www.wiltonpark.org.uk

Wilton Park Advisory Council: Purpose

The Wilton Park Advisory Council (WPAC) is led by the Chairman of the Wilton Park Board. Its task is to support Wilton Park programme development to help identify new ideas and secure the resources for their development.

WPAC comprises a diverse group of experienced individuals from a range of sectoral, policy, geographical and organisational backgrounds with a keen interest in the UK's strategic foreign policy priorities, and the experience and networks to support Wilton Park's programme of dialogues.

We aim to achieve an appropriate balance in diversity, including gender, ethnicity and age. Members are appointed for three years, with the possibility of a second three-year term.

The collective role of WPAC is to:

- i. Advise the Chairman and the Chief Executive on the strategic direction of Wilton Park's programmes and dialogues;
- ii. Provide practical experience, contacts and advice on partnerships with other organisations, including potential sources of intellectual support and revenue generation; and
- iii. Provide advice and external challenge to the FCO as necessary.

You can find out more about WPAC here: <https://www.wiltonpark.org.uk/about-us/overseeing-wilton-park/advisory-council/>

Role and Responsibilities of a WPAC Member

The role of members is to:

- i. Advise the Chairman and the Chief Executive on issues relevant to the member's experience and expertise; and
- ii. Promote awareness and support for Wilton Park within their professional networks; assisting in the identification of speakers and participants for individual events and help identify sources of funding.

Person Specification

Candidates will have:

- A keen interest in the UK's strategic foreign policy priorities and a commitment to help advance the agenda on wider international issues; and
- The ability and experience to support Wilton Park programme development and its role in working to achieve a safe, just and prosperous world.

Candidates may come from a varied set of backgrounds, bring experience from the many sectors in which we work, including, for example, but not limited to:

- Defence, intelligence and security;
- Private sector / industry;
- Global Health;
- Climate and environment;
- Science and Technology;
- Trade and economics; or
- Government or Multilateral institutions.

Candidates should also be able to demonstrate:

- Experience of dealing with senior officials and stakeholders;
- Strong networking and stakeholder engagement skills; and
- Commercial acumen and management experience.

On appointment

Remuneration/Expenses

WPAC appointments are not paid. However, in line with the WPAC Travel and Expenses policy, reasonable travel and other expenses for WPAC related journeys, are reimbursed. Expenses incurred outside the UK may also be claimable by prior discussion with the Chairman or Chief Executive.

Appointment and tenure of office

Members are appointed for three years, with the possibility of a second three-year term.

WPAC meetings

The Advisory Council meets formally at least twice a year. Members are also expected to be available for individual discussions and may attend relevant conferences by mutual discussion and agreement.

Conduct

Applicants must confirm they can apply [The 7 Principles of Public Life](#) set out by the Committee on Standards in Public Life (see Appendix) and the Cabinet Office's [Code of Conduct for Board Members of Public Bodies](#).

Conflict of Interests and political activity

Applicants should note particularly the requirement to declare any conflict of interest, eg if you have any private, business, voluntary, charitable or political interest which might be material and relevant to the work of WPAC.

Public Appointment Monitoring: diversity

All applicants for public appointments are asked to provide diversity information as part of the Public Appointments Monitoring process (Diversity Monitoring Form attached separately). More information on diversity monitoring can be found here: [HM Government Public Appointments](#).

Completed forms are kept separate from CVs and supporting letters and will not be seen by the sift or interview panel. Assessment of suitability for the WPAC role is made purely on the information given in the application and on performance at the interview should applicants be invited to interview. Appointments are made strictly on merit.

How to apply

Equality of opportunity - Wilton Park aims to achieve an appropriate balance for the Council in diversity, including gender, ethnicity, age and socio-economic background.

Applications are encouraged from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from women, those with a disability and those from a black or ethnic minority background.

In order for us to progress your application, please submit all of the following information:

- A Curriculum Vitae (CV) with your education, professional qualifications and full employment history;
- An accompanying letter (maximum 2 x A4 pages) setting out your suitability for the role and how you meet the Person Specifications;
- A statement of conflicts of interest (if applicable). Details of any conflicts of interest should be declared in your accompanying letter. More information on conflicts of interest can be found in Section 9 of the [Cabinet Office Governance Code on Public Appointments](#);
- A completed Diversity Monitoring Form; including details of other public appointments held alongside details of any significant political activity undertaken;
- Details of any public appointments currently held; and
- Names and contact details of two referees who may be contacted if you are shortlisted for interview.

Applicants should send completed applications by email to Niki Wood: Niki.Wood@wiltonpark.org.uk or by post to:

Niki Wood
Wilton Park
Wiston House,
Steyning
West Sussex BN44 3DZ

All applications will be acknowledged by email. All applicants will be contacted again after the closing date.

How we will handle your application

We will deal with applications as quickly as possible and will advise applicants of the likely timetable at each stage. After the closing date for applications:

- We will acknowledge receipt of your application (by email if provided) and check it for completeness and eligibility;
- We will assess all applications to consider suitability based on the Person Specification for the post before applications are passed to the Selection Panel for consideration; and
- We will write to applicants to let them know if they have been selected for interview.

The Selection Panel will be chaired by the Chairman of the Wilton Park Board, who will be joined by a serving member of the Council and a third external member to bring insight and independence to the process.

Interviews will be held in central London, and though the timing is yet to be confirmed, we hope they will be held in the week commencing 30 March 2020.

Please check you are able to attend an interview in this timeframe. If not, please contact us via the contact details below to discuss if it is possible to identify or agree an alternative timeframe.

We will request references for all applicants short-listed for interview; references should be targeted towards the qualities and skills required for the role.

At interview, the Panel will explore your experience and expertise and ask specific questions to establish if you meet the specified qualities.

Wilton Park runs the WPAC appointment and will share shortlists for new appointments with the FCO sponsor team. The FCO have the right to shortlist candidates for the selection panel.

The Chairman of the Panel will discuss her final recommendations on who to appoint with the FCO Senior Departmental Officer, who must approve WPAC appointments.

Applicants will be notified if they have been appointed or were unsuccessful.

If your application is unsuccessful and you would like feedback, please write in the first instance to:

Niki Wood
Wilton Park
Wiston House,
Steyning
West Sussex BN44 3DZ

For any general questions about your application, please e-mail Niki Wood:
Niki.Wood@wiltonpark.org.uk.

Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with:

Elizabeth Evans
Wilton Park
Wiston House,
Steyping
West Sussex BN44 3DZ

We will reply to your complaint within 20 working days.

Appendix: The seven principles of public life

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. [The seven principles of public life](#) are:

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.