**Wilton Park Advisory Council**

**Information pack for applicants**

**Closing date: 20 March 2023**

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| **Overview** |

**Indicative Timetable**

Advert date: w/c 20 February 2023

Closing date: 20 March 2023

Short-listing: complete by 27 March 2023

Interviews to be held w/c 17 April 2023

Notification date: w/c 24 April 2023

**Time Commitment**: Part time. The role of a Wilton Park Advisory Council (WPAC) member involves attending at least two WPAC meetings per year, 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 Sue Betts, Chief of Staff, by e-mail: [sue.betts@wiltonpark.org.uk](mailto:sue.betts@wiltonpark.org.uk)

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| **About Wilton Park** |

Wilton Park is dedicated to solving the most complex global challenges. A home of strategic thought, respectful dialogue, and discreet diplomacy, it’s the place people go when they need answers to difficult questions. It’s where people turn when they need a space to resolve differences. It’s a belief that dialogue and expertise can make the world a better place. Partners work with and return to Wilton Park because of its unique ability to generate new ideas, help them find practical solutions, and support them in building networks of influence.

Wilton Park brings together government, business, civil society, and the expert community in a secure environment where they can challenge, understand, and learn from each other. For government, Wilton Park helps to inject external thinking, build networks, promote agreement, and harness expertise that improves policy and provides strategic foresight. For businesses, it provides unique insights, a platform to engage with policy discussions and the opportunity to understand governments and make themselves better understood. For civil society groups, Wilton Park supports their representation and coordination so that they can maximize their impacts.

As an Executive Agency of the UK Foreign, Commonwealth & Development Office (FCDO), Wilton Park is proud to support UK foreign policy development. It directly supports UK diplomatic objectives and plays a vital role in strengthening cooperation, dialogue, and multilateralism. It’s primed and ready to help partners navigate an increasingly complex international order.

You can find out more about Wilton Park by visiting our website at: [www.wiltonpark.org.uk](http://www.wiltonpark.org.uk/)

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| **Wilton Park Advisory Council: Purpose** |

As a member of the Wilton Park Advisory Council (WPAC) you will play a key role in supporting an organisation committed to supporting vital diplomacy. You will provide strategic input, develop new ideas, and bring to bear your expertise, to support the work of an organisation which directly promotes UK diplomatic objectives. You will have the opportunity to work alongside a diverse range of inspiring colleagues, focusing on some of the biggest challenges facing the world. This is a role for someone who has an international perspective and is ready to use their skills in an organisation where they will really make an impact.

WPAC is led by the Chair of the Wilton Park Board, The Rt Hon Baroness Gisela Stuart. Its task is to support Wilton Park programme development, to help identify new areas of work, and secure the resources for their development.

WPAC meets twice a year, either at Wiston House in West Sussex for meetings, dinner, networking, and overnight stay or at the headquarters of the FCDO in London for a one-day meeting. On both occasions Wilton Park and FCDO colleagues will join to share ideas and discuss future plans, ensuring that vital feedback and insight is exchanged.

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 and fund Wilton Park’s programme of dialogues. Members have the opportunity to get involved and attend Wilton Park events and Wilton Park colleagues are available for discussion and support too.

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:

* Advise the Chair, Gisela Stuart, and the Chief Executive, Tom Cargill, on the strategic direction of Wilton Park’s programmes and dialogues;
* Provide practical experience, contacts and advice on partnerships with other organisations, including potential sources of intellectual support and revenue generation; and
* Provide advice and external challenge to the FCDO as necessary.

You can find out more about WPAC here: [Wilton Park Advisory Council (WPAC) - Wilton Park](https://www.wiltonpark.org.uk/about-us/overseeing-wilton-park/wilton-park-advisory-council/)

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| **Role and Responsibilities of a WPAC Member** |

The role of members is to:

1. Advise the Chairman and the Chief Executive on issues relevant to the member’s experience and expertise; and
2. 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.

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| **Person Specification** |

Candidates will have:

* A keen interest in the UK’s [strategic foreign policy priorities](https://www.gov.uk/government/publications/foreign-and-commonwealth-office-single-departmental-plan/foreign-and-commonwealth-office-single-departmental-plan-2019-20) 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.

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| **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](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2) 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.](https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies/code-of-conduct-for-board-members-of-public-bodies-june-2019)

**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.](https://publicappointments.cabinetoffice.gov.uk/)

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.

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| **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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf);
* 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 Sue Betts, Chief of Staff: [sue.betts@wiltonpark.org.uk](mailto:sue.betts@wiltonpark.org.uk) or by post to:

Sue Betts

Chief of Staff

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.

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| **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 17 April 2023.

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 FCDO sponsor team. The FCDO 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 FCDO 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:

Sue Betts

Chief of Staff

Wilton Park

Wiston House,

Steyning

West Sussex BN44 3DZ

For any general questions about your application, please e-mail Sue Betts: [sue.betts@wiltonpark.org.uk](mailto:sue.betts@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:

Jo Lawrance

Chief Operating Officer

Wilton Park

Wiston House,

Steyning

West Sussex BN44 3DZ

We will reply to your complaint within 20 working days.

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| **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](https://www.gov.uk/government/publications/the-7-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.