



Tips and FAQs

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Should I apply?

We would like our committees to reflect the local communities that they serve. Read the application materials and the recommended sources of additional information. These provide the context for the role. Make sure you understand what is required by the role before deciding whether to apply to not. If you have further queries or are not sure about any aspects of the role do speak to one of the contacts identified.

How would the role benefit my personal development?

Members on leaving HLF committees often say they:

- are sad to leave; they value their role on the committee and helping to make a difference at the local level has been a rewarding and fulfilling experience
- have learned a lot about heritage and people during their term of appointment; from other committee members, from officers and from HLF research and evaluation
- have found the role has been beneficial to their career; helping them to develop/consolidate committee experience; broaden their knowledge of the cultural sector; develop new professional networks and connections
- felt the role enabled them to give something back to the community and to help secure their local heritage for the future!

What does HLF actually mean by heritage?

Heritage provides the roots of our identities and enriches the quality of our lives. It inspires pride in communities, it is at the heart of today's tourism industry, it brings investment into local economies of nearly £50billion every year and supports over a million jobs. It means different things to different people. Here is a list of key areas:

- People's memories and experiences which are often recorded as 'oral history'
- Histories of people and communities
- Languages and dialects
- Cultural traditions such as stories, festivals, crafts, music, dance and costumes
- Histories of places and events
- Historic buildings and streets
- Archaeological sites
- Collections of objects, books or documents in museums, libraries or archives
- Natural and designed landscapes and gardens
- Natural heritage, including habitats, species and geology: and
- Places and objects linked to our industrial, maritime and transport history.

Why do I need to complete an application?

We operate an open recruitment process. We have found that an application form helps us to better explore an applicant's experience and skills. We require anyone who would like to be considered to complete an online application. CVs are not accepted.

Take some time to think about the application form. The recruitment panel will decide whether to invite you to interview on the basis of the information provided. Do make a list of all of the criteria for the role, and then indicate what experience you feel you can bring to each. Giving examples of your work, paid or un-paid and wider experience and skills, helps the panel to gain a better insight and understanding of your skills and experience.

Don't make any assumptions within the application process. If you are not sure if the short

listing panel will understand any areas, explain them clearly and as accurately as possible.

What is meant by a conflict of interest?

As decision takers, members are required demonstrate impartiality, integrity and objectivity. Sometimes a member may have a connection with an HLF project. For example – you may work for the project applicant or another funder. In such cases, we would ask you to leave the room for the discussion of that item or any items relating to that. If, through your existing work, you feel that this could happen on a regular basis, do talk this through with one of our Secretariat team prior to applying.

What are the ‘Seven Principles of Public Life?’

These are also known as the Nolan Principles. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. We require our applicants to confirm they would support and adhere to these principles when submitting an application.

What do we mean by skills and experience?

Our application materials say “*Appointment will primarily be based on an individual’s skills and abilities*”. Sometimes our campaigns specify key areas of experience and knowledge that we feel would help to broaden the experience and knowledge of our existing members. Ultimately the panel will need to select the candidates who both deliver the strongest interview and offer the most potential for the role and also best complement the skills and area knowledge of existing committee members.

What do we mean by geographic spread?

We encourage where possible, representation of members across the region/nation. This helps to widen the pool of local knowledge and understanding. For some campaigns we specify certain geographic areas where we would welcome interest.

Committee roles are non-executive positions

Committee’s role is to make grant awards in their geographical areas, in line with the powers of delegation to them by the HLF Board. They work closely with the local office and are guided by officers. Our local Heads of Regions and Nations are responsible for day to-day administration of their grants business and for any management matters. Committees do not have policy or management responsibilities.

Do members assess grants applications?

Committees do not assess applications. Our process ensures that assessment and decision taking are completely separate. Our decision takers must remain impartial. Therefore, our local teams liaise with applicants and assess the application material provided and prepare a paper for Committee. Committee members are not expected to provide detailed or specialist advice on grant applications. Where this is required, it is commissioned separately from our advisers.

How much time can I expect to spend on HLF business?

This tends to vary from member to member and depends on the amount of time they have to offer. We estimate around 12 to 16 days per year on variable days. For Chairs we estimate at least 2 days per month on average for committee business and wider activity. Visits and events can take place in the evening and at weekends.

Obligatory:

- attending a committee meeting for up to one day, on a Monday to Friday, in March, June, September and end of November or early December. Some meetings last half a day others last a full day – it depends on the committee and the amount of HLF grant business.
- Reading papers for committees can take members half a day, sometimes longer. Papers are currently mailed out one week in advance of the meeting. Committee members are required to come along to meetings having read all of the papers.
- Attending a committee awayday. These are usually the day preceding or following a committee meeting and generally once a year.

Optional:

- Project visits – our assessment process requires a visit at second round by a committee member. Officers liaise with a member to find a suitable date. The visit would generally take no more than half a day, depending on the amount of travel required. The number of visits a member can expect to make each year is largely dependent on their availability. Chairs can expect to attend more project related visits.
- Advocacy role – Depending on availability, there are always opportunities for members to attend project launches and HLF related events. Members are provided with briefings. Chairs will have a stronger advocacy role and will work alongside the local team, often attending more strategic and high-level meetings.

Is this a remunerated position?

Members can claim a flat 'daily fee' of £85 for at two or more hours worked on HLF business. Claiming for time to read papers in advance of committee meetings is not eligible.

Chairs can claim an allowance of £6,560 per year, paid monthly.

Members are reimbursed travel and subsistence in line with HLF's published expenses policy.

How long is the term of appointment?

Members are usually appointed for 4 years for the first term subject to attendance and performance. A second term can be offered. Members normally accept if they have the capacity to do so.

How do HLF committees work?

HLF's Board created 12 local committees - one for each English region, as well as Northern Ireland, Scotland and Wales - giving them authority to take decisions on grants in their areas. The Chair of the Board makes the appointments to these committees. Committees have seven to eight members. HLF's Committee chairs and members are local people deciding where to invest money raised by National Lottery players. They also play an important role as advocates for heritage in their local area.

As a member of a committee you will:

- meet 4 times each year to take decisions on grants applications with requests from £100,000 up to £2million and to recommend funding priorities for applications above £2million and for targeted programmes that are decided by the HLF Board.

- oversee the decision taking process for awards under £100,000. Decisions for these projects are made by the HLF Head of region
- be an advocate for HLF by attending project openings and events in the region/nation
- occasionally make a project visit with staff to discuss a grant application.

HLF's guiding principles

Our guiding principles are clarity, prioritisation, judgement, responsible authority and accountability. Decision takers and officers alike are guided by these values and principles as we deliver our wider business.

Anything I need to consider when submitting an application

Read this document – Application tips and FAQs.

If you are unable to submit your application via our online portal, phone Secretariat on 020 7591 6019 or email decisionmakers@hlf.org.uk.

Applications submitted after the stated closing date will not be considered.

We interview all **disabled applicants** who meet the minimum essential criteria for this vacancy. Let us know if you have any special requirements which will help you fully engage with the appointment process, for example documents in a larger font size.

Identify any potential **conflicts of interest** you have. If you are selected for interview, these will be explored further.

Please complete the **monitoring form**. Information provided allows HLF to monitor diversity. This form will not be seen by the selection/interview panel.

What happens after I submit my application?

All applications are considered by a selection/interview panel. They assess applications against the criteria for the post and select candidates for interview. Secretariat will contact you to let you know whether you have been selected for interview or not.

What happens if I cannot make the interview?

The interview date is published in the application materials and cannot be changed.

What happens if I am invited to interview?

Interviews generally take place in the local offices.

For Chair roles the interview panel will consist of two Trustees and a Senior Officer.

For Member roles the interview panel will consist of the Chair of the Committee, a Trustee and a Senior Officer.

The panel will explore the application questions in greater depth with you and any potential conflicts. Before the interview you will receive some case papers. You will be asked to familiarise yourself with the papers in order to inform a discussion with the interview panel.

Following the interviews, the panel will submit a report with recommendations for appointments to the Chair of the Board. The Chair of the Board will appoint the successful

candidate.

Do I receive an induction?

We provide an extensive induction for new committee members who are fully supported in their new role by officers, the Chair of the committee and other committee members. New Chairs are supported by the Head of Region/Nation, the Trustee member of the committee and they meet the NHMF Chair at regular intervals. New members are invited to observe a committee meeting before their term starts.

Members attending events are provided with a brief. Away days allow committee to think more widely and have discussions, presentations and sometimes training around a key theme relating to the delivery of HLF business, for example, sustainability, regeneration, or natural heritage. There are some places for Members on internal training, primarily designed for officers.

Some amazing facts about HLF supported heritage projects across the UK

- We have funded over 25,700 community and voluntary groups across the UK to encourage more people to share local heritage stories.
- If beneficiaries of our Young Roots projects in the UK linked arms they would stretch around an athletics track 340 times (or across the Irish sea, from Northern Ireland to Scotland, six and a half times; or from Cardiff to Birmingham).
- In The UK, HLF has funded Landscape Partnership scheme covering an area larger than Belgium (or the combined size of Wales, Devon and Cornwall).
- An extra 77.7m visits are made each year to heritage attractions across the UK that have completed an HLF project – enough to fill over 950 Olympic stadiums.
- HLF has funded projects helping protect over 18,000 buildings in the UK – the equivalent of 1,063 Coronation Street sets.
- 22 million volunteering hours have been delivered through HLF projects in the UK, equivalent to 2,500 years.
- HLF has funded 700 parks in the UK, equivalent in size to 28,000 rugby pitches.
- Thanks to Lottery players, more than 4,000 people across the UK have had paid traineeships, taking their first step on the heritage career ladder and addressing key skills gaps in the heritage industry. That's 200 series' worth of The Apprentice contestants.
- We have helped protect an amazing range of species in the UK, including bumblebees, water voles, natter-jack toads, horse-shoe bats, great-crested newts, basking sharks, black grouse, red-kites, and the majestic sea-eagle.
- £180 million has been awarded to over 500 projects for the acquisition of objects, works of art and other heritage for collections across the UK.