

**CHAIR AND TRUSTEE RECRUITMENT:**

**INFORMATION PACK**

**Deadline: 5pm, Friday 2nd August 2019 (Chair)**

 **5pm, Monday 19th August (Trustee)**



**INTRODUCTION**

Thank you for your interest in the Hansard Society, the UK’s leading source of independent research and advice on Parliament and parliamentary affairs.

We are looking for a new Chair and up to three new Trustees to help us pursue our mission to support the improvement of knowledge and understanding of the Westminster Parliament. Trustees play a vital role at the Society, providing strategic direction, constructive challenge and support for our research and education programmes, and stewardship of the charity’s financial and organisational sustainability. We are seeking Trustees who have a strong understanding of and commitment to the Society’s non-partisan approach, are ambitious, collaborative and motivated to make a difference in a small charity with a national and international profile.

We are looking for Trustees from a range of backgrounds, with the skills and expertise to make a broad contribution to the Board. We are seeking people who have knowledge and understanding of the Westminster Parliament, are strategic thinkers, have strong communication skills and the ability to influence key stakeholders, particularly within their sphere of expertise. Previous Board experience is required of applicants for the role of Chair but is not essential for the Trustee vacancies. However, candidates must be able to make the necessary time commitment.

We are particularly interested in candidates with skills/experience in academia (especially international education), business, communications and media, digital technology, fund-raising, government, law, or politics.

It is an exciting time to join the Society. Brexit has placed considerable strain on the Westminster Parliament but has opened up new opportunities for the Society to press its case for long-needed legislative and procedural reforms. Civil society, media and wider public interest in and demand for the Society’s education and support programmes has increased significantly as a consequence of the Brexit process. Looking ahead, the proposed multi-billion pound restoration and renewal programme for the Palace of Westminster presents a once in a century-and-a-half opportunity to reform the leading institution of our democracy and its environs. We will be exploring what a Parliament fit for the future should look like: what principles should shape reform of its culture and practices, how innovation can blend better with tradition, and how public engagement might be enhanced. And as we mark our 75th anniversary the year ahead presents new opportunities to highlight the Society’s achievements, as well as build a stronger organisational platform for the future.

This pack contains more information about the Society, the role requirements for the positions of Chair and Trustee, as well as instructions on how to apply. If you would like an informal discussion about either role with a member of the Board or the Director please do get in touch via the email address below.

Applications for Chair should be submitted by email to recruitment@hansardsociety.org.uk by **5:00pm on Friday 2 August 2019**. *Initial interviews will take place in central London on 8-9 August.* Applications for the role of Trustee (but not the Chair) may continue to be accepted until **5:00pm on Monday 19 August** for interview at a later date in August or early September.

**ABOUT THE HANSARD SOCIETY**

Founded in 1944, the Hansard Society is the UK’s leading source of independent research and advice on Parliament and parliamentary affairs. A research and education Society dedicated to expounding the principles and practice of parliamentary democracy, the Hansard Society is widely recognised as the Westminster Parliament’s ‘critical friend’. An authoritative and rigorous source of non-partisan analysis, constructive criticism, and proposals for bold but practical reforms, its work supports the improvement of knowledge and understanding of the UK Parliament at home and abroad.

## Our research programme

Our researchengages with topical issues in the field of political and constitutional reform and has a direct impact on the parliamentary process. Our current and recent work falls into eight key themes:

* **Brexit and Parliament**: legislation, scrutiny, and treaty- and trade agreement-making;
* **Future Parliament**: the Restoration and Renewal of the Palace of Westminster;
* **Governance of Parliament**: administration, leadership, procedures and resources;
* **Making better law**: particularly in relation to delegated legislation;
* **Parliaments around the world**: including our participation in the Global Research Network for Parliaments and People;
* **Parliamentary scrutiny**: the role and work of select committees; financial scrutiny;
* **Political engagement**: our annual Audit of Political Engagement;
* **Representation**: including elections, parties and the role of MPs and other representatives.

Now in its 16th year, our flagship [**Audit of Political Engagement**](https://www.hansardsociety.org.uk/publications/reports/audit-of-political-engagement-16)provides the only annual health check on British democracy. Each Audit measures the ‘political pulse’ of the nation, providing a unique benchmark to gauge public opinion about politics and the political process.

Our current research on delegated legislation is being widely used by members of both Houses of Parliament to inform their approach to the scrutiny of the legislative aspects of the Brexit process. We have also developed a [**Statutory Instrument Tracker**](https://www.hansardsociety.org.uk/services/statutory-instrument-tracker), responding to a need identified in our research for improved access to the delegated legislation process by people outside Parliament. Available on subscription, the Tracker provides a core income stream to support the Society’s research while the data underpinning it enables us to provide up to date analysis of the government’s legislative changes to deliver Brexit and the Westminster Parliament’s scrutiny of those changes. We are also providing bespoke training programmes to help inform a range of domestic audiences about the legislative challenges posed by Brexit.

As a founder member of the Global Research Network for Parliaments and People, we are also working with partners at the School of Oriental and African Studies, the University of Leeds, and Jawaharlal Nehru University in New Delhi, to support the capacity of national researchers in low and middle income countries, particularly those in fragile states, to undertake ‘critical friend’ political and parliamentary scrutiny of their own legislatures. The Network also provides a range of grants for national researchers in Ethiopia and Myanmar to work with colleagues in the arts and cultural sectors to explore and research parliamentary democracy in their own country or region.

In addition to producing evidence-based ideas for the reform of Parliament, we publish [***Parliamentary Affairs***](https://academic.oup.com/pa), one of the leading international political science journals dedicated to the study of representative democracy. A quarterly peer-reviewed journal, [Parliamentary Affairs](http://www.hansardsociety.org.uk/publications/parliamentary-affairs/), is published in partnership with Oxford University Press and edited by Professors Jonathan Tonge (University of Liverpool) and Cristina Leston-Bandeira (University of Leeds).

Our trusted role as Parliament’s ‘critical friend’ enables us to host a diverse range of debates, lectures, seminars and workshops to discuss topical political and constitutional issues. For example, we organised the first-ever public hustings for the [election of both the Speaker of the House of Commons](http://www.hansardsociety.org.uk/hansard-society-speaker-hustings-to-be-televised-in-full/) and [Lord Speaker](http://www.hansardsociety.org.uk/lord-speaker-hustings-2011/); and the groundbreaking Digital Democracy Commission was launched by the Commons Speaker on our platform.

For further information about the Society’s research work and history see our website at: [www.hansardsociety.org.uk](http://www.hansardsociety.org.uk)

## The Hansard Scholars Programme

Since 1986, over 2,000 students from more than 50 countries have participated in the [**Hansard Scholars Programme**](https://www.hansardscholars.uk/). The Programme was established in order to promote international knowledge and understanding of the British model of parliamentary democracy, its constitutional development, form and function, and its influence around the globe.

It is a prestigious, highly competitive Programme for which young scholars and ‘future leaders’ are drawn from developed democracies such as the USA, Australia, and India as well as emerging democracies such as Georgia, Indonesia and Serbia. The Programme has particularly strong and long-standing relationships with over 20 ‘feeder’ institutions in the USA including, for example: Cornell University; Rice University, Houston; and the University of Virginia.

Hansard Scholars undertake undergraduate modules in British politics and public policy combined with a bespoke political placement at Westminster. The rigorous academic component of the Programme requires Scholars to take two courses - ‘Parliament and Politics’ and ‘Politics and Public Policy’. Assignments include essays, policy briefs, written end-of-term examinations and supervised dissertations. Through their placements, our Scholars gain direct experience of our democracy at the heart of Westminster, helping them to develop a more nuanced appreciation of the complex challenges facing representative democracy in the contemporary world.

The Society is a Tier 4 visa licensed sponsor, has ‘Highly Trusted Sponsor’ status from the Home Office, and the Scholars Programme is regulated by the Quality Assurance Agency for Higher Education.

For further information about the Hansard Scholars Programme see our website at: <https://www.hansardscholars.uk>

## Our governance

A registered charity, the Society is a membership organisation which is governed by an independent [**Board of Trustees**](https://www.hansardsociety.org.uk/about/contact/our-people)including representatives from across the political spectrum.

The Hansard Society is also a company limited by guarantee. Its Board of Trustees are therefore also its Board of Directors.

There are currently ten Trustees with a broad range of professional skills and experience.

* Lord Sharkey (Chair – standing down in 2019)
* Sir David Beamish
* Dianne Bevan
* Shirley Cameron (Treasurer)
* Sue Inglish
* Baroness Jay of Paddington
* Amelia Knott
* Lord Lexden
* Gerald Shamash
* Sir Paul Silk

Underpinning our commitment to non-partisanship, the Speakers of the two Houses – currently the Rt. Hon. John Bercow, Speaker of the House of Commons, and the Lord Speaker, the Rt. Hon. the Lord Fowler – serve as honorary Co-Presidents of the Society.

## Staffing and organisational information

The Society is a small charity with seven (soon to be nine) full-time posts and two part-time staff. Additional capacity is recruited on a project-by-project basis and some lecturers on the Scholars programme are appointed on a semester basis to teach courses in their particular field of expertise. Information about the team can be found here: <https://www.hansardsociety.org.uk/about/contact/our-people>

The Society’s office will be based in Millbank Tower, Westminster with effect from 1 August 2019.

Some project funding is generously provided in the current financial year by the Arts and Humanities Research Council and the Legal Education Fund. But grant income from trusts, foundations and corporate sponsorship represents a modest percentage of the Society’s overall income, thus ensuring the Society’s independence. With a budget of over £1 million the Society raises the majority of its income through sale of its publications, its international education programme, and subscriptions to its Statutory Instrument Tracker service and related training courses.

**1) CHAIR OF THE BOARD OF TRUSTEES: ROLE REQUIREMENTS**

## The new Chair will be an individual of exceptional calibre who can guide and enhance the strategic development, good governance, and public profile of the Hansard Society. They will be able to demonstrate strong intellectual skills, good judgement, and high-level political awareness. They will have experience of strategic decision-making and have the ability to chair the Board effectively.

## 1. Chair meetings of the Board of Trustees

* Working with the Director, prepare a cycle of Board meetings, with the necessary agenda and papers, to enable Trustees to meet their obligations and purse the business of the Society.
* Facilitate discussion and decision-making at Board meetings, ensuring the effective participation of all Trustees, and the taking of individual and collective responsibility for the decisions made by the Board.
* Co-ordinate the Board to ensure all Trustees are clear about their role, play a full and active part in strategic decision-making, and the individual skills and expertise of each Trustee are fully utilised to the benefit of the Society.
* Focus on due diligence, strategic planning and organisational development, ensuring proper use of the charity’s finances and assets, and an appropriate risk management approach to the work of the Society.

## 2. Charity governance and best practice

* Ensure the Board adheres to the highest standards of governance and meets its charitable obligations and legal nad regulatory requirements.
* Working with the Director ensure that the annual report and accounts and other reporting requirements, both statutory and non-statutory are met.
* Ensure the declaration or avoidance of personal conflicts of interest.

## 3. Staff and performance management

* Line manage the Society’s Director, providing a sounding board to discuss staffing, financial, project or strategic matters as required.
* Co-ordinate the annual appraisal of the Society’s Director.
* Support the recruitment process for other senior staff as required.
* Support staff in the design and development of new projects and partnerships.

## 4. Represent the Hansard Society

* Act as a spokesperson for the Society, representing it at public and media events where appropriate.
* Support the Director and other staff with the general promotion of the Society’s work to key stakeholder audiences.
* Utilise connections and networks for the benefit of the Society.
* Foster and safeguard the Society’s reputation.

## PERSON SPECIFICATION

## The Chair will require a detailed understanding of the role and responsibilities of being a Trustee and of collective decision-making. The Society therefore anticipates appointing a Chair with previous Board experience in the charitable, public or private sectors.

* High-level knowledge and understanding of the UK Parliament, (knowledge of one or more of the devolved legislatures would also be an asset), and commitment to the principles of parliamentary democracy.
* Demonstrable ability to command respect across the political spectrum.
* A good understanding of and commitment to the Society’s aims and objectives and the ability to meet the time commitment required.
* A successful track record in one or more of the following areas in the UK or internationally and a willingness to provide that sector specific expertise to support the Board/staff as appropriate:
	+ academia;
	+ business;
	+ communications / media;
	+ digital technology;
	+ fund-raising;
	+ government;
	+ international education;
	+ law;
	+ politics.
* Strong analytical skills, strategic capability and good judgement.
* Excellent communication and motivational skills.
* Ambassadorial / diplomatic skills: the ability to forge strong relationships and influence key stakeholders.
* Connections to networks of people in the UK from whose expertise the Society may benefit, and a willingness to use those connections for the Society’s benefit.

## TERMS OF APPOINTMENT

## Time commitment

## The Society’s Board generally meets four times a year. Attendance is also required at the Annual General Meeting and whenever possible at the Society’s events – e.g. guest lectures, publication launches.

* Additionally, the Chair meets monthly with the Director, with other meetings arranged as required.

## Length of appointment

## The Chair, like other Trustees, is appointed for an initial three-year term with the option to renew for a second term. The Chair’s position (and that of the Treasurer) is however, subject to annual approval by the Society’s membership at the AGM. The maximum term for all trustees, including the Chair, is six consecutive years.

## If they are not already, Trustees are required to become a member of the Hansard Society.

## Location

## Board meetings are held in central London. Reasonable travel and accommodation expenses are reimbursed for Trustees who live outside London/the south-east of England to facilitate attendance at Board and other relevant meetings.

## Remuneration

* The Hansard Society is a charity, so the role is non-executive and unremunerated, except for the reimbursement of reasonable travel / accommodation expenses.

**2) TRUSTEE: ROLE REQUIREMENTS**

A member of the Board of Trustees works with the other members of the Board to hold the Hansard Society ‘in trust’ for current and future beneficiaries.

Trustees must act prudently in the best interest of the charity and its beneficiaries at all times.

Trustees are expected to:

## 1. Contribute to all aspects of Board business, governance and strategic oversight

* Attend quarterly Board meetings, the AGM and any other meetings as required.
* Actively participate in the collective decision-making process.
* Ensure that the Society has clear strategic direction and resources are aligned to meet its objectives.
* Ensure compliance with charity law and other statutory and regulatory requirements.
* Regularly review and update risk management.
* Ensure satisfactory financial controls and procedures are in place.
* Appoint the Director, set the terms and conditions of appointment, and ensure succession planning.
* Hold the Director to account for the delivery of the Society’s objectives.

## 2. Help promote the Society and its work

* Safeguard the Hansard Society’s reputation.
* Support the staff by sharing sector specific knowledge, expertise and contacts.
* Attend events and act as an ambassador for the Society and its work.
* Where appropriate, assist with fund-raising, in accordance with any requests made by the Board / staff.

##  PERSON SPECIFICATION

## Previous Board experience would be an asset but applicants to be a Trustee do not require it. However, successful candidates will be expected to demonstrate an understanding of the roles and responsibilities of being a Trustee.

* Knowledge and understanding of the UK Parliament (knowledge of one or more of the devolved legislatures would also be an asset) and commitment to the principles of parliamentary democracy.
* A good understanding of and commitment to the Society’s aims and objectives and the ability to meet the time commitment required.
* Strong analytical skills, strategic capability and good judgement.
* Excellent communication skills.
* Ambassadorial / diplomatic skills: the ability to forge strong relationships and influence key stakeholders.
* Connections to networks of people in the UK from whose expertise the Society may benefit, and a willingness to use those connections for the Society’s benefit.
* A successful track record in one or more of the following areas in the UK or internationally and a willingness to provide that sector specific expertise to support the Board/staff as appropriate:
	+ academia;
	+ business;
	+ communications / media;
	+ digital technology;
	+ fund-raising;
	+ government;
	+ international education;
	+ law;
	+ politics.

## TERMS OF APPOINTMENT

## Time commitment

## The Society’s Board generally meets four times a year. Attendance is also required at the Annual General Meeting and whenever possible at the Society’s events – e.g. guest lectures, publication launches.

## Engagement with the Director and other staff may be via telephone, email, or meetings.

## Length of appointment

## Trustees are appointed for an initial three year term with the option to renew for a second term. The maximum term for all Trustees is six consecutive years. If they are not already, Trustees are required to become a member of the Hansard Society.

## Location

## Board meetings are held in central London. Reasonable travel and accommodation expenses are reimbursed for Trustees who live outside London/the south-east of England to facilitate attendance at Board and other relevant meetings.

## Remuneration

* The Hansard Society is a charity so the role is non-executive and unremunerated, except for the reimbursement of reasonable travel / accommodation expenses.

**APPLICATION PROCESS**

The Hansard Society is committed to equal opportunities and encourages applications from anyone who can meet the criteria, regardless of gender, race, age, disability, sexuality or religion.

To be considered for the role of either Chair or Trustee please submit the following information:

* A covering letter / statement (no more than 2 pages A4) setting out how you meet the person specification and how your experiences equip you for the requirements of the role. *Please clearly indicate whether you are applying for the position of Chair or Trustee.*
* Your CV (no more than 2 pages A4).
* The names and contact details of two referees (they will only be contacted with your permission, if we wish to proceed with your application following an interview).

Send your application to recruitment@hansardsociety.org.uk. *Please indicate in the subject line of the email whether your application is for the role of Chair or Trustee*.

**DEADLINE FOR APPLICATIONS FOR THE ROLE OF CHAIR:** 5pm, Friday 2 August 2019

**INTERVIEW:** These are scheduled for 8 or 9 August in central London. If candidates are unable to attend on these dates alternative options may be considered – please indicate in your email whether you are able to attend on these dates.

**DEADLINE FOR APPLICATIONS FOR TRUSTEES:** 5pm, Friday 2 August 2019 for interview in the first round, but applications may be accepted until 5pm on Friday 19 August 2019 for interview in a later round. However, applications will be reviewed on an on-going basis, so candidates are encouraged to apply as soon as possible.