

national  
museum  
wales  
amgueddfa  
cymru



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

# **Amgueddfa Cymru – National Museum Wales**

## **TRUSTEES**

**Closing date:  
1 August 2022 at 12:00**



**The Commissioner for  
Public Appointments**

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## Submitting an application

Thank you for your interest in the role of Trustee at Amgueddfa Cymru – National Museum Wales (Amgueddfa Cymru).

This document provides details on the role, the person specification and essential criteria, the role and responsibilities of the Board of Trustees and Amgueddfa Cymru, and outlines the selection process.

To apply for the role of Trustee, please visit the Welsh Government public appointments website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this job, click on the vacancy and then click the 'Apply' button at the bottom left of the page.

The first time you apply for a role on the public appointments website, you will need to complete a registration form for the Welsh Government's online application system. You only need to register once, and by doing so you will be able to track the progress of your application, and any other applications you send, through your account.

Once you've registered, you'll be able to access the application form. As part of the application process, you will need to upload a personal statement and your CV to the 'reasons for applying' section of the online application form.

### Your Personal Statement

Your personal statement is your opportunity to

1. outline your interest in the role,
2. demonstrate how you meet each of the criteria set out in the person specification and essential criteria, and
3. outline how you could contribute to the work of Amgueddfa Cymru.

How you choose to present the information in your personal statement is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and lived and / or professional experience matches the 'person specification' and 'essential criteria', and which describe what your role was in achieving a specific result. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

### CV

Please ensure your CV includes brief details of your current or most recent role(s) and the dates you occupied this role. If relevant, please identify any past or current Ministerial appointments. **For applicants from academic backgrounds, please note that the panel does not wish to receive lengthy CV's detailing all research publications or interests.**

## References

Please provide details of two referees who can be contacted later in the process (for successful candidates only).

## Indicative timetable

Closing date: 1 August 2022 at 12:00  
Shortlisting: August 2022  
Interviews: September 2022

## Diversity Statement

The Welsh Government and Amgueddfa Cymru believe that public bodies should have board members who reflect Welsh society - people from all walks of life and different backgrounds - to help us understand people's needs and make better decisions. This is why we are encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and other racialised people, disabled people, and lesbian, gay, bisexual and transgender people.

## Disability Confident

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

We guarantee to interview anyone who is disabled whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience (whether lived or professional) defined as essential.

If you the assessment panel felt you meet the minimum requirements and you would like a guaranteed interview, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales) as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

## Contacts:

If you would like an informal discussion about the role of trustee at Amgueddfa Cymru, please contact:

Dr Nicky Guy, Deputy Director, Culture Division, Welsh Government  
E-mail: <mailto:elaine.cabuts@museumwales.ac.uk> [Nicola.Guy@gov.wales](mailto:Nicola.Guy@gov.wales)  
Phone: 03000 251899

OR

Catrin Hughes, Head of Sponsorship, Culture Division, Welsh Government  
E-mail: [Catrin.Hughes@gov.wales](mailto:Catrin.Hughes@gov.wales)

If you need any further assistance in applying for this role, please email [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

If you need assistance with the “Appoint” application system on-line, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments).

## **Annex A: Amgueddfa Cymru – National Museum Wales**

Amgueddfa Cymru is one of Wales' leading cultural and national institutions. 1.9 million people visit Amgueddfa Cymru every year.

Established by Royal Charter in 1907, Amgueddfa Cymru is one of the largest museums in the United Kingdom, the custodian of internationally significant, diverse collections, and a leader in education and cultural participation.

Amgueddfa Cymru's sites include Wales' seven national museums: National Museum Cardiff; St Fagans National Museum of History; Big Pit National Coal Museum in Blaenavon; National Wool Museum Dre-fach, Felindre; National Roman Legion Museum in Caerleon; National Slate Museum in Llanberis, Snowdonia and the National Waterfront Museum, Swansea. We also have a National Collections Centre near Cardiff. There are over 5 million individual items in our collections, embracing art and design, history and archaeology, and the natural sciences.

Amgueddfa Cymru is funded by the Welsh Government and has a Board of Trustees whose role is to set the strategic direction of the organization, and to ensure proper management of its resources. As a Museum, we are also accountable for the use of our collections and resources to the nation we serve.

### **Amgueddfa Cymru belongs to us all**

Our vision is to inspire people through Wales' national museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales' place in the wider world.

We believe that everyone has the right to participate in the cultural life of their communities and of their nation. We have been developing a new ten-year strategy for the Museum - *Amgueddfa Cymru 2030* - which includes six clear commitments. We will work with people and communities across Wales, through collections, public programmes and partnerships, to:

- Make sure that everyone is represented
- Inspire creativity and learning for life
- Help protect and restore nature and our environment
- Support well-being through inspirational spaces and experiences
- Discover and explore the museum digitally
- Build global connections.

Our two new trustees will have a critical role to play in making these commitments a reality.

## **Annex B**

### **Role and Responsibilities of the Board**

The Board of Trustees is the governing body of Amgueddfa Cymru.

The role of the Board is to provide effective leadership, to define and develop strategic direction and to set challenging objectives. The Board promotes high standards of public accountability and upholds the principles of regularity, propriety and value for money. It monitors performance against Amgueddfa Cymru's own strategic objectives and performance targets, and those set by Welsh Government.

Amgueddfa Cymru is a registered charity and a Welsh Government Sponsored Body. Trustees have obligations to the Welsh Government and to Senedd Cymru.

Amgueddfa Cymru currently receives around 80% of its annual funding (£24.7 million revenue funding, and £6.6m capital funding in 2021/22) from the Welsh Government as Grant in Aid, plus further project funding. The organisation employs over 600 staff across its sites.

### **The Role of a Trustee**

Trustees support the Director General in implementing the Museum's strategic vision and delivering against the objectives as set out by the Welsh Government in Amgueddfa Cymru's Remit Letter.

Trustees must:

- attend Board meetings regularly and prepare thoroughly for them;
- be prepared to serve on sub-committees;
- support the Museum's management and staff in their work;
- represent the Museum at public functions;
- promote the profile of the Museum;
- give the Museum the benefit of their experience and expertise;
- facilitate contact with Museum stakeholders; and
- contribute to the development of policy, strategies and priorities in relation to the management of the Museum's collections.

Trustees must be aware of their obligations arising from the position of the Museum as a Welsh Government Sponsored Body. These are set out in the Framework Document, which sets out the Terms and Conditions relating to the funding provided to the Museum by the Welsh Government.

To be effective, the Board needs Trustees with a broad range of expertise and experience.

## **TRUSTEE - PERSON SPECIFICATION**

You should be able to use your knowledge, skills and lived or professional experience to provide evidence of your ability in the following areas:

- commitment to and enthusiasm for the Museum's work in supporting change and development in Wales through cultural participation;
- an understanding of the cultural sector and sensitivity to cultural issues in Wales;
- a commitment to equality and to challenging discriminatory practices.

## **TRUSTEE - ESSENTIAL CRITERIA**

Candidates should demonstrate that they:

- have lived experience and / or professional experience of diversity and inequality;
- are able to work with Amgueddfa Cymru to ensure its work positively supports the well-being of diverse communities across Wales;
- can strengthen regional representation on Amgueddfa Cymru's Board of Trustees;
- are committed to strategic, sensitive and collaborative ways of working;
- have a commitment to [Nolan's Seven Principles of Public Life](#)
- have a genuine interest in the Museum's activities, its role as a learning organisation, its future development and sustainability, and have an understanding of the responsibilities involved in being part of a Board.

### **Welsh language**

The ability to speak Welsh is desirable for one of the two vacancies.

We particularly welcome applications with people located in or with a relationship to North Wales and/or who are Welsh speaking.

### **Time Commitment**

A minimum commitment of 12 days per year.

Travel to Board, Committee, events and other meetings across Wales may be required although there may be flexibility to allow virtual as well as in-person attendance.

### **Period of Office**

The Deputy Minister for Arts and Sport, and Chief Whip will appoint two Trustees on behalf of the Welsh Government for a four-year term of office. Trustees will commence in post on 1 January 2023, allowing for a period of training and induction prior to taking up the role.

### **Assistance for Disabled Trustees**

Where requested, all reasonable adjustments will be made to enable trustees to discharge their duties effectively.

### **Remuneration**

Amgueddfa Cymru trustees are not paid, but can claim travel and subsistence expenses.

### **Who is eligible to apply?**

Applicants should be people who conduct themselves in a manner which will maintain public confidence.

In particular, applicants are required to declare whether they are aware of anything in their private or professional lives, which, if appointed, could cause embarrassment to themselves or to the Welsh Government.

[Information](#) in the Royal Charter of Amgueddfa Cymru explains whether current or former Trustees are eligible to apply for positions on the Board.

Trustees may not serve on the Board for more than 8 consecutive years in the same role, or a total of 12 consecutive years (in any combination of different Trustee and Officer roles; e.g. Treasurer, Vice-President or President). Former Trustees can be appointed provided that more than four years have elapsed since they previously served as Amgueddfa Cymru Trustees.

Applicants should also note that membership of the Board of Trustees of Amgueddfa Cymru will render them ineligible for membership of Senedd Cymru – Welsh Parliament under the National Assembly for Wales (Disqualification) Order 2015. <http://www.legislation.gov.uk/uksi/2015/1536/contents/made>

### **Conflicts of Interest**

You will be required to declare any private interests which may, or may be perceived to conflict with your role and responsibilities as a Trustee of Amgueddfa Cymru, including business interests or positions of authority outside your role at Amgueddfa Cymru.

Any conflicts of interest will be discussed at interview. If appointed, you will also be required to declare these interests on a publicly available register.

### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful applicants will be required to abide by the [Code of Conduct for Board Members of Public Bodies](#).

### **Due Diligence**

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

## Annex C: The Selection Process

The interview panel will assess each candidate's CV and personal statement to determine who best meets the criteria for the role, and who will be invited to interview. The panel will rely on the information in your CV and the statement to assess whether you have the required skills and experience. Make sure you provide evidence to show how you meet each of the essential criteria.

The selection panel will be chaired by Dr Nicky Guy (Deputy Director, Culture Division, Welsh Government). The remaining panel members are:

- Aaqil Ahmed, Independent Panel Member
- Helgard Krause, Independent panel member with sector experience
- Roger Lewis, President of Amgueddfa Cymru

Depending on the number of applications received, your application may be long-listed before being shared with the short-listing panel for consideration. You should be aware that in this situation, your application may not be fully considered by the whole panel.

We anticipate that the panel will have decided who will be invited for interview by mid-August 2022.

The candidates invited for interview will be the strongest candidates who, in the opinion of the panel, have demonstrated that they best meet the person specification and essential criteria. If you have applied under the guaranteed interview scheme, and you meet the essential criteria for the job, you will also be invited for interview.

If you are invited to interview and the date is not already stated in this information pack, we will try to give you as much notice as possible of the interview date. If you are unable to attend on that date, we will try to reschedule but this may not be possible due to time constraints within the appointment timetable or the availability of the selection panel.

You will receive an email from the Appoint system to let you know whether or not you are being invited to interview.

At interview, the panel will ask you about your skills and experience and ask specific questions to assess whether or not you meet the criteria set for the post.

Candidates whom the panel considers suitable for appointment will be recommended to the Deputy Minister for Arts and Sport, and Chief Whip who will make the final decision. The Deputy Minister may choose to meet these candidates before making a decision. If so, she will meet with candidates in the presence of the panel chair or

their nominated representative. There will be a time gap between the interview and the final appointment decision. Applicants interviewed will receive an update.

If you are successful, you will receive a letter inviting you to accept the appointment as Trustee of Amgueddfa Cymru, which will also confirm the terms of the appointment.

If you are unsuccessful after interview, the Welsh Government will let you know. We appreciate that applying for roles such as these requires a lot of time and effort and that providing feedback is a valuable part of the process. As such, the letter will provide details of the person you can contact for feedback on your interview and application, if you wish.

### **Enquiries**

For queries about your application, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

### **If you are not completely satisfied**

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).