

Director, Global
Strategy and
Commonwealth
Relations

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COMMONWEALTH
WAR GRAVES
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Dear Colleague

Thank you for your interest in becoming our Director, Global Strategy and Commonwealth Relations at the Commonwealth War Graves Commission.

This is a very special and unique global organisation, full of exceptionally talented and committed people who care passionately about the work we do and the organisation we represent. It is the world-wide work of the Commonwealth War Graves Commission that has for over a century, established a global remembrance landscape, that has helped shape the deeply felt values and culture of commemoration and remembrance we know today.

The battlefields may be long gone, but our cemeteries, memorials, records, events, community and outreach programmes remain an important and abiding memorial to all those who fell. They are the last physical and human reminders we have of those world-changing conflicts.

For an ambitious and far-sighted director, now is an opportune and very exciting time to join the Commission. After a year of capacity building and resource planning, we are about to embark upon the development of our new and much longer-term strategy; looking hard at how our role at home, and across the Commonwealth and beyond will continue to evolve and develop into the next hundred years. You will be the executive lead for this.

As an organisation of significant stature, responsibility and heritage, we have exceptional relationships across the Commonwealth. We are now seeking to build further on those relationships, reviewing how and who we work with, where we can extend our reach and how we can improve still further on building longstanding, mutually beneficial links.

We are looking for an energetic, highly skilled individual with a real understanding and passion for what we do now, and a vision for what we can also do in the future. With the skills and composure of a diplomat, the instincts and planning skills of a military commander, the empathy to engage with people at all levels anywhere, and a commercial mindset to rival any business leader, you will be an exceptional leader bringing with you a collaborative and engaging approach, innovative thinking, and can-do attitude, to join our ambitious and very enthused global team.

This is a critical role at a pivotal and transformative point in our history. As an organisation with 1,300 staff worldwide, we speak many languages, possess different talents, and come from a wide variety of backgrounds. We are an organisation that cares about our people; we recognise and celebrate our diversity and our individual contributions and work always to ensure we help everyone, in every role across the Commission feel valued, appreciated and connected.

But above all, we are all dedicated to one purpose – to preserving in perpetuity, the memory and telling the stories of the men and women from the two World Wars, who sacrificed their lives, so that we might live the lives we do today. If this is something that you are keen to be part of, I very much look forward to hearing from you.

A stylized, handwritten signature in black ink, likely belonging to Claire Horton CBE.

Claire Horton CBE
Director General

About the Commonwealth War Graves Commission



The CWGC is a highly respected, prestigious, global organisation that honours and cares for the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring their sacrifice will never be forgotten. Funded by six Commonwealth Member Governments, we build and maintain memorials and cemeteries at 23,000 locations, in 150 countries, including some of the world's most iconic, landmark monuments.

Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

At CWGC and in our charitable arm The Commonwealth War Graves Foundation (CWGF), we have a shared commitment, a clear vision and a set of values that drive all we do. They help define us and the standards we expect from our work and from each other.

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Find out more

Follow the link and take a look at our short film to get a feel for who we are and what we do around the world
https://youtu.be/EDS3x_nsBFw

Read more about us at <https://www.cwgc.org/>



OUR WORK IN NUMBERS

1.7 MILLION



COMMONWEALTH SERVICEMEN
AND WOMEN COMMEMORATED

1.1 MILLION



HEADSTONES WE MAINTAIN

104

NO. OF YEARS
WE HAVE BEEN
ESTABLISHED

NO. OF
STAFF
1273

A COMBINED
18,000
YEARS OF
DEDICATED SERVICE

COUNTRIES WE
WORK IN

153



216

JOB ROLES

NO OF LANGUAGES
WE SPEAK



200

112

SPECIAL/LISTED
MONUMENTS
& BUILDINGS
MAINTAINED



23,000

LOCATIONS
AROUND
THE WORLD

12,000

GRAVES IN OUR
LARGEST CEMETERY



72,000

NAMES ON
OUR LARGEST
MEMORIAL



ACRES OF OUR
SITES COMBINED

138,000

September 2021

OUR WORK IN NUMBERS

1.8 MILLION



PEOPLE USED OUR
WEBSITE IN THE
LAST 12 MONTHS

X2

VISITOR
CENTRES

6

MEMBER
NATIONS

SOCIAL MEDIA
FOLLOWERS

160,000

VOLUNTEES WHO
SUPPORT OUR WORK

1,700



1,500

CWGF FOLLOWERS



160

CRAFTSPERSON



100+
VARIETIES
OF PLANTS/
FLOWERS



HORTICULTURAL
MACHINERY

6,000



GLOBAL TRAINING
HOURS COMPLETED

8112



13,467

ACRES OF
LAWN
CUT

ROSE TYPES

80+



800

HORTICULTURISTS

September 2021

Role title Director Global Strategy and Commonwealth Relations

Accountable to Director General

Key accountabilities of the role

Global Strategy

- With a global aim of perpetuating remembrance and ensuring the Commission remains relevant long into the future, work directly with the Director General and take the executive lead on developing and then delivering, the new, far-reaching, and ambitious organisational strategy that will launch in April 2023. This will require working across the organisation, with Commissioners and key external stakeholders/partners.

Relationships and Diplomacy

- With the Director General, and supporting Area Directors, work to build stronger and wider Commonwealth/global relationships helping the Commission's presence in our world remain relevant, respected and our ongoing and potentially evolving work, recognised as important.
- Be the key point of contact dealing with the High Commissions, Royal Households, and other government departments.

Public Affairs

- Support the development of the Commission's embryonic Public Affairs function and our engagement with MPs, ministers, civil servants, key opinion leaders, and key military figures.

Commemoration and Events

- Working with the Director of Operations and the Director of External Relations, oversee and agree the Commission's attendance (DG/VC/other senior representation) at global major Commemoration/Remembrance/Anniversary events throughout the year.
- Take executive lead for any major, military or royal events run by the Commission – this will require working with the events and other wider Commission teams.
- Liaison with the Royal Households to ensure that members of the Royal Family visiting our cemeteries are met by the DG and escorted appropriately.

Internal Communications

- Ensure induction programmes, briefings, meetings for new Commissioners and plan and deliver the Commissioners annual tour.
- Work directly with the Internal Communications Manager to ensure that the DG's and other organisational key messages, inc. org-wide internal initiatives and external campaigns/news and Commission updates are appropriately planned and imparted across the globe to staff, volunteers and internal stakeholders as necessary.



Part One

Knowledge and Experience

- Successful track record gained at a senior level in a comparable environment. Your background may be in the military as Defence Advisor or Attaché, as a senior Diplomat, or in leadership roles on behalf of respected NGOs or IGOs or the wider Senior Civil Service.
- Experience of working as part of a senior team to engage and inspire a diverse global workforce. This will include a track record of managing large, diverse and specialist teams in a way that inspires confidence and trust.
- Deep experience of building effective internal communications functions, with the knowledge we need to develop our own effective Public Affairs function at CWGC.
- Strong track record of bringing organisations together and of shaping strategies that facilitate, instigate and support successful collaboration/partnership.
- Experience of working with dignified stakeholders including Government Ministers, Parliamentarians, principals of the Royal Household and their offices, senior military personnel, foreign dignitaries, business leaders and philanthropists.
- Thorough and nuanced understanding of how Governments operate, with an appreciation of the Commonwealth and/or the two World Wars and the CWGC role and legacy within that context.

Part Two

Skills and Abilities

- Strong written communication skills with the ability to craft and tailor high calibre, presentations, reports, letters and briefing documents.
- Strong organisational and logistical skills: able to deliver complex projects to time and cost, including oversight of the planning and delivery of special events.
- Exceptional verbal communication and presentation skills with the ability to command the attention of diverse audiences.
- Able to work effectively with colleagues and partners across the Commonwealth.
- High analytical capacity with the ability to assimilate complex data and precis key themes.
- Excellent interpersonal skills, both virtually and face to face, that inspire trust.

Part Three

Personal Style and Attributes

- Culturally intelligent.
- Maturity of judgement (can handle confidential material).
- Leadership presence and personal credibility.
- Willing to ask the difficult questions when needed.
- Unflappable, polished, and professional style.
- Visionary in approach, aligned with the Commission's Values and passionate about developing our culture and people.

Terms of appointment

Remuneration

The role comes with a competitive salary and substantial benefits package including global travel opportunities.

Location and working culture

Our head office is in Maidenhead. The CWGC is piloting hybrid working with a blend of home and office working. We expect our senior team to be in the office at least two to three days per week when not travelling.

Hours

37 hours per week. There will be occasions where you will be required to work additional hours in line with the role.

Travel

There will be opportunities for travel in this role, so you must have the flexibility and ability to travel both nationally and internationally as needed. You will need to hold a valid UK passport.

Leave

CWGC offers a competitive holiday allocation with 25 days annual leave, rising by 1 day per year until you have reached the maximum of 30 days. Plus Public and Bank Holidays, half day Maundy Thursday and additional paid holiday as we close our offices during Christmas and New Year. Plus volunteering days allocation.

Pension

The CWGC offers a highly generous pension scheme. If you contribute to the Group Pension Plan the CWGC will double it and add 1%, up to a maximum employer contribution of 15%, of your pensionable pay, or we pay a cash alternative if your pension pot is at its limit.

Life Assurance

All UK CWGC employees, under the State pension age, are provided with three times salary life assurance cover. In addition to this, anyone who is a member of the Group Pension Plan is also provided with a further three times salary life assurance cover, making a total of six times salary cover between these two Plans.

Sick Pay

Up to six months full pay with the possibility of medical assistance at CWGC's discretion

Learning & Development

We make considerable investment in training. We commit to providing both mandatory and technical training, together with a wide range of interesting and useful development opportunities throughout the year.

Subscriptions to professional bodies

We will reimburse professional subscriptions or memberships relevant and essential to your role.

Plus other – Health, Welfare, Wellbeing and Social Benefits

Access to Occupational Health and Wellbeing, travel insurance, discount vouchers, Cycle to Work scheme, competitive Maternity and Paternity allowances, health and fitness clubs and more. Please ask for the Benefits booklet.

How to apply for the role

To make an application, please go to <https://starfishsearch.com/jobs/cwgc-dir-glo-str-comm-rel/> and click on the apply now button, with the following prepared:

- a CV (no more than three sides) or equivalent biographical information, and
- a short covering letter that explains your motivation for being part of the CWGC and briefly outlines the top three experiences you think you can bring to the role.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date	Monday 9th May 2022
First stage discussions for selected candidates	w/c 16th May 2022
Agreement of the shortlist	By end w/c 23rd May 2022
Due diligence and, if required, informal interviews with Starfish Search in London	Following agreement of final shortlist
Final interviews	By end May / early June 2022

