

Director of Commonwealth
Relations and Global Strategy
Recruitment Pack

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COMMONWEALTH
WAR GRAVES
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Dear Applicant

I am delighted you are considering the role of Director of Commonwealth Relations and Global Strategy 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 two years of review and global consultation, we have now embarked upon the delivery and implementation of our new and ambitious, long-term strategy; looking hard at how our role at home, and across the Commonwealth and beyond will continue to evolve and develop over the next hundred years. You will carry 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 to increase and improve our world-wide presence and how we can improve still further on building longstanding, mutually beneficial links in all the 153 countries and territories we work in.

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 1,400 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, connected and included.

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 handwritten signature in black ink, appearing to read 'Claire Horton'.

Claire Horton CBE

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 (Commitment, Ambition, Respect and Excellence) that drive all we do. They help define us and the standards we expect from our work and from each other.

As an organisation with 1,350 staff worldwide, we speak many languages, possess different talents, and come from a wide variety of backgrounds. We care 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.

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

We offer a unique and rewarding working environment. You will be amongst highly skilled and caring people, all striving towards the same objective, honouring the memories of loved ones. At the CWGC you can expect a varied and fulfilling role – no day ever looks the same.

Find out more

Read our brand new and ambitious strategy Towards 2039, The First Three Years 2023-2026 and other key information about us here: [About Our Work: War Graves Commission Vision | CWGC.](#)



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 of Commonwealth Relations and Global Strategy
Reports to:	Director General
Direct reports:	Head of Policy and Public Affairs; The Strategy Delivery team and Internal Communications Manager
Key Stakeholders:	Commissioners, Member Government representatives including the MOD for the UK, Veterans Affairs departments or their equivalents, diplomatic, military personnel and Defence Advisors from across the Commonwealth and beyond; the office of the Commission's President, and members of other Royal Households, Foreign Dignitaries, VVIP's and VIP's and other key stakeholders. Internally – the Executive and global Senior Management Teams; DG's Chief of Staff; the Press; Marketing and Communications; the Events teams; Commemorations Teams and our historians and archivists.

Role Description

- Working with the Director General to implement the Commission's future ambitious development strategy for the next 10 years and beyond.
- Build and maintain national and international governmental links and relationships that can leverage the Commission's reputation as an internationally recognised expert on commemoration in order to identify and deliver opportunities to expand the Commission's national, Commonwealth and global relevance.
- To have responsibility for maintaining and developing closer relationships with the contributing countries to the Commission in the UK, through contact with the High Commissioners and their Defences Advisors.
- To build and lead the Commission's developing Public Affairs function.
- To have executive lead for the Commission's involvement at major and other Commemoration events, coordinating with Governments and High Commissions to ensure that the Commission is correctly represented.
- Oversight of the Commission's internal communications strategy and responsibility for its delivery.



General

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 delivering, our new, far-reaching, and ambitious organisational strategy, "Towards 2039, The First Three Years 2023-26" - **About Our Work: War Graves Commission Vision | CWGC**. This will require working across the organisation, with Commissioners and key external stakeholders/partners.

Relationships and Diplomacy

- On behalf of the Director General, lead on delivering one of our most important strategic aims, in positioning the Commission as an instrument of diplomacy; growing our diplomatic and military relationships worldwide.
- Supporting the Director General and 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 a key point of contact dealing with the High Commissions, Royal Households, and other government departments.

Public Affairs

- Support the continuing development of the Commission's increasingly important Public Affairs function and our engagement with MPs, ministers, civil servants, key opinion leaders, and key military and inter-governmental figures and inter-agency relationships.

Commemoration and Events

- 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 DG's Chief of Staff and wider DG team, events and other national and international 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

- 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.
- Working with the DG's Chief of staff and Outer office, ensure induction programmes, briefings, meetings for new Commissioners and plan and deliver the Commissioners annual tour.

Job Functional Knowledge

Business Expertise

- Requires a detailed understanding of how own responsibilities integrate seamlessly with that of the DG, Vice Chairman, Commissioners and other Executive Directors.
- A recognition of where and when big picture thinking, and innovation can aid the growth of an organisation and its people; and the ability to enthuse and encourage less experienced colleagues to be braver and think bigger.
- A degree of commercial nous that can see an opportunity, assess its viability, and make decisions accordingly.

Leadership

- Working as part of the Executive Leadership Team, be comfortable in the role of running a major, global organisation. Be happy to ask the difficult questions, be enthused in chasing the vision the future; competent in understanding organisation compliance, managing risk and making the numbers work; and be passionate about developing our culture and our people.
- A track record of managing large, diverse and specialist teams and an ability and manner that inspires confidence and trust.

Interpersonal Skills

- Exceptional people and communication skills are required to perform this role, as is an unflappable, polished, and professional demeanour at all times. Discretion and confidentiality are critical, and attention to detail, sensitivity and a warm and authentic style will ensure this postholder builds and maintains positive and productive ongoing relationships.



In your written application please respond to Part One of the Person Specification, set out below. Criteria listed under Parts Two and Three will be explored at interview for selected candidates.

Part One

Knowledge, education and experience

Essential

- Educated to Degree standard or relevant knowledge and experience gained from working at a very senior level in a comparable work environment – *you may have broad experience of working at a senior level in MoD/FCDO/Military policy and/or international posts (e.g. in a Multinational Headquarters).*
- Very strong knowledge of how Governments operate and experience of building strong and collaborative relationships at the highest levels; and the ability to help the Commission develop its own effective Public Affairs function.
- Exceptional levels of written and oral communication with an ability to tailor communications to varying audiences.
- The ability to process complex data and precis into briefings suited to different audiences.
- A track record of bringing organisations together with a strong knowledge of developing effective and far-reaching strategies for organisational growth and development.
- Understanding and experience of building an effective internal communications function, that engages and inspires a diverse, global workforce.
- Working with high profile individuals including the Royal households/offices, Government Ministers, Parliamentarians, Military personnel, foreign dignitaries, business leaders and philanthropists.
- Working with colleagues and contacts across the Commonwealth, preferably through either the military or diplomatic services.
- Either directly project managing or overseeing the planning and delivery of special events, usually with a Royal and/or Military guest list.

Desirable

- Written and/or spoken proficiency in a second language.
- Knowledgeable about the Commonwealth and/or the two World Wars and experience of the military, diplomacy and an understanding of how soft power influences and works.

Part Two

Skills and Abilities

- Crafting and writing high quality, professional presentations, reports, letters and documents as needed.
- Exceptional communication skills both to internal and external audiences with the ability to command the attention and interest of multiple audiences and a presence that exudes competence, engagement and authenticity.
- Ability to work well in a fast paced and busy environment.
- An ability to be imaginative and think widely, link ideas and convince.
- Highly organised, with the ability to assess priorities to meet multiple deadlines.
- Strong logistical skills and proven ability to deliver complex projects to time and cost.

Part Three

Leadership style and personal attributes

- Excellent interpersonal skills, both virtually and face to face, building and developing strong working relationships with colleagues around the world, as well as managing effective and regular communications and with a great many external stakeholders.
- An alignment and adherence to the Commission's CARE Values: COMMITMENT AMBITION RESPECT EXCELLENCE.
- Recognising and understanding the vital importance of Health and Safety responsibility for self and others.

Your key duties are set out within this job description. However, this is a highly important and key role in the Commission and as such, from time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.

Salary

This role attracts up to £110,000 with a substantial benefits package including global travel opportunities.

Contract

This is a permanent full-time appointment.

Location

Maidenhead Head Office with some hybrid working flexibility – the post holder will be expected to be in the office at least two days per week when not travelling.

Travel

Must be willing to travel within the UK and overseas, sometimes at short notice. Valid passport is required and ideally a full UK car driving licence with the ability to drive in Europe.

Other benefits

Leave

CWGC offers a competitive holiday allocation with 30 days annual leave. Plus, Public and Bank Holidays, half day Maundy Thursday and additional paid holiday as we close our offices during Christmas and New Year. Plus, a Privilege Day and volunteering days allocation where possible.

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 further details.*

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

- your CV (no more than three sides).
- a short supporting statement (maximum two sides) that responds directly to Part One of the Person Specification.

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 for applications	Monday 25th September 2023
Preliminary interview with selected candidates	w/c Monday 2nd October 2023
Final panel interviews	Monday 16th/Tuesday 17th October 2023 (tbc)

