



## BRIEF FOR APPLICANTS

# TRUSTEE APPOINTED BY HIS MAJESTY THE KING TO THE BOARD OF HISTORIC ROYAL PALACES





# WELCOME

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Dear Applicant,

Thank you for your interest in joining the Board of Historic Royal Palaces, in one of four appointments made by His Majesty The King.

We are a team of people who love and look after six of the most wonderful palaces in the world. Together they welcomed well over four million paying visitors in 2023-24, as well as interacting more than 80m times online and on social media.

Our ambition is to reach everyone and we are now seeking a new Trustee who can help us achieve this through their own reach, stature and expertise.

We create space for spirits to stir and be stirred. We want everyone to feel welcome and accepted. We tell stories about the monarchs you know and the lives you don't. We let people explore and we set minds racing. As an independent charity, we aim to inspire positive change in everyone who visits our magnificent palaces.

In 2024 we embarked on an ambitious new strategic direction with a sharp focus on increasing our charitable impact. Although our palaces are popular places to visit, with c4.3 million paying visitors each year, plus those who come for events, we still feel that relatively few people benefit, and we are determined for that to change.

We have therefore renewed our focus on our charitable purpose and the public benefit we bring and, with it, exciting ambitions to significantly increase inclusion and our national reach.

Achieving this means investing in our programmes and in the palaces, collections and content that we want everyone to enjoy. It also means accelerating plans to improve the sustainability of all our sites and our organisation so that we can play our part, with everyone, in tackling the challenges of climate change.

In this particular, prestigious, appointment, you will work closely with our Chair, Board of Trustees and Chief Executive to help shape the future of Historic Royal Palaces. For this appointment, we are specifically looking for people who will bring their distinguished reputation and track record of engagement with communities across the regions. Perhaps you have gained this within a senior public engagement role, or by working with audiences and communities, or in education.

Wherever you are now, you will be highly respected, demonstrate a range of business and charitable interests, and will be someone who can make a tangible contribution to HRP.

Thank you again for your interest. If you believe that your expertise and values align with our priorities and our ambitions, we very much hope to hear from you.



## ABOUT US

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Historic Royal Palaces (HRP) is the independent charity charged with the management of six royal palaces, their associated contents, gardens and landscape. The palaces are spaces to stir and be stirred, sources of pleasure, inspiration, surprise and debate. Our aim is for everyone, everywhere to be able to benefit from the palaces in our care whether onsite, off-site or online.

We love and look after some of Britain's most important historic buildings: the Tower of London, Hampton Court Palace, Kensington Palace, the Banqueting House in Whitehall, Kew Palace and Hillsborough Castle in Northern Ireland. We are also an independent research organisation, and our aim is to present the history of the palaces in a transparent and balanced way, always informed by rigorous research.

The five London palaces are owned by His Majesty The King in Right of Crown and are held for the benefit of the nation by the Government through the Department for Culture, Media and Sport. Hillsborough Castle is owned by the Government and is The King's Royal Residence in Northern Ireland.

HRP was established by Royal Charter in 1998. Under the Royal Charter, HRP has two primary aims:

- a. to manage, conserve, renovate, repair, maintain and improve the palaces to a high standard consistent with their status as buildings of royal association and historic and/or architectural importance; and
- b. to help everyone learn about the palaces, the skills required for their conservation and the wider story of how monarchs and people together have shaped society by providing public access, by exhibition, by events and education programmes, by the preparation of records, by research and by publication, and by such other means as are appropriate.

Since 1998, HRP has been responsible for the five London palaces under contract with the Secretary of State for Culture, Media and Sport. Responsibility for Hillsborough Castle is by lease from the Northern Ireland Office, since 2014.

HRP is a public corporation and receives no public revenue funding: all costs are met by self-generated income. It has been a self-financing independent charity for over 20 years, with an extensive record of development and achievement and a turnover in 2023 of £130 million.





# OUR NEW STRATEGIC AMBITION

Our new strategy **to be for everyone** will see us **reaching further** and removing barriers to access; **meaning more**, making sure our stories are relevant and helping people explore our palaces and collections on their own terms; and **acting for the future**, investing in and listening to young people, and ensuring that our palaces have a positive impact on the planet.

WHY	WHAT	HOW
<p>Today, relatively few people benefit from the wonderful palaces we look after.</p> <p>So, we will make them a living resource for everyone, and we mean absolutely everyone.</p> <p>A source of joy, inspiration, surprise and debate.</p> <p>A space to stir and be stirred.</p> <p>Onsite, offsite or online.</p>	<p><b>REACH FURTHER</b></p> <p>Go where people are</p> <p>Remove every kind of barrier</p> <p>Work with partners to multiply connections</p> <p><b>MEAN MORE</b></p> <p>Be current and relevant</p> <p>Make our stories relatable to everyone</p> <p>Help people explore on their own terms</p> <p><b>ACT FOR THE FUTURE</b></p> <p>Invest in, and listen to, young people</p> <p>Pass on better the things we look after</p> <p>Make a positive impact on the planet</p>	<p><b>GETTING IT DONE...</b></p> <p>We work at pace, because long-term achievement depends on daily progress</p> <p><b>FOR PEOPLE...</b></p> <p>We aim to benefit everyone, because each person is as important as the next</p> <p><b>WITH PEOPLE...</b></p> <p>We collaborate with each other and with partners, because we can't do it on our own</p> <p><b>...AND ALWAYS DOING IT BETTER</b></p> <p>We experiment and learn, because that's what takes us forward</p>
WE WILL ALWAYS		
Love and look after the palaces in our care – open them to the public – generate the income to make it all possible – achieve our goals through our people		

We can't do all of that on our own. We will work with people, for people and will partner with organisations who can help multiply our charitable impact so that everyone, everywhere can benefit from the palaces in our care.

## TO FIND OUT MORE

For further information on HRP, please visit [www.hrp.org](http://www.hrp.org)

## OUR BOARD

The Board of Trustees is responsible for the conduct and aims of the charity, although much of this is delegated to the Chief Executive on a day-to-day basis. The Chief Executive is also accountable to Parliament as Accounting Officer. The Board consists of a Chair and up to eleven Trustees, chosen for their skills and experience. All are non-executive and unpaid.

The Chair is appointed by HM The King on the advice of the Secretary of State. Four Trustees are also appointed by HM The King, of whom three are ex-officio appointments: the Director of the Royal Collection; the Keeper of the Privy Purse and the Lord Chamberlain (unless he chooses not to take up the appointment, in which case HM The King may appoint someone to take his place, as currently). The remaining seven Trustees are appointed by the Secretary of State, two of whom are ex-officio; the Constable of the Tower of London and the Chair of the Campaign Board.

### OUR BOARD MEMBERS



#### **Sir Nicholas Coleridge CBE DL, Chair**

Sir Nicholas is a British former media executive, author, and cultural chair. Sir Nicholas was previously Chair of the V&A Museum from 2015 to 2023, and President of Condé Nast International. He is currently, an ambassador for the Landmark Trust, and a patron of the Elephant Family. He has also been Chairman of the British Fashion Council, Chairman of the Campaign for Wool (established by HM King Charles III as Prince of Wales) and of the Professional Publishers Association, a member of the Council of the Royal College of Art, and a member of the Trading Board of The Prince's Trust.



#### **Jonathan Bewes**

After qualifying as a Chartered Accountant, Jonathan spent over 30 years as a banker, principally acting as corporate finance adviser to the Boards of large public companies on a wide range of strategic issues. Most recently he served as Vice-Chairman, Corporate and Institutional Banking, at Standard Chartered Bank, retiring in 2023.



#### **Lisa Burger CBE**

Lisa Burger is a leader of the UK theatre sector and theatre producer. She stepped down as Joint Chief Executive of the National Theatre in mid-April 2022 after a 20 year career during which she has been instrumental in expanding the NT's reach.



#### **James Chalmers**

James is Keeper of the Privy Purse and Treasurer to the King. His career spans 39 years at PwC, mostly recently serving as Global Assurance Leader. As a member of the PwC Global Leadership team, he led the firm's substantial global audit practice and was responsible for shaping strategy, driving growth and innovation, enhancing quality and risk management, and governance of a US \$1 billion technology investment.



#### **Camilla Finlay**

Camilla was appointed to the post of Cathedral Architect to Exeter Cathedral in 2012 and Surveyor to the Fabric of Worcester Cathedral in 2014. She is a member of the Cathedral Fabric Commission for England (CFCE).



**Sarah Jenkins**

Sarah was formerly the Managing Director of Saatchi and Saatchi London, one of the biggest and most successful agencies in the UK, clients include BT, HSBC, Direct Line Group, Visa and Procter & Gamble.

**Tim Knox**

Tim Knox was appointed Director of the Royal Collection by HM The Queen in 2018. Previous to that he was Director and Marlay Curator of the Fitzwilliam Museum between 2013 and 2018, where he made a number of important acquisitions and planned the Museum's masterplan, New Ways In. He was Director of Sir John Soane's Museum in London between 2005 and 2013.

**General Sir Gordon Messenger, KCB DSO\* OBE DL**

General Messenger retired as the UK's Vice Chief of Defence Staff in 2019, after over 36 years' service in the Royal Marines. His career was notable for becoming the first Royal Marine to be promoted to 4\* rank for over 50 years, and the first member of the naval service to be awarded a Bar to the Distinguished Service Order since the Korean War.

**Dr. Jo Twist OBE**

Jo is CEO of BPI, the representative voice of UK record companies and labels. She is also Deputy Chair of the British Screen Advisory Council, London Tech Ambassador, Chair of the BAFTA Games Committee and BAFTA Trustee, an Ambassador on the Mayor of London's Cultural Leadership Board, and Creative Industries Council member.





**Dan Jones**

Dan Jones is a historian, and the *Sunday Times* and *New York Times* bestselling author of books including *The Plantagenets*, *The Templars*, *Powers and Thrones* and *Henry V*. His books have sold millions of copies in 16 countries worldwide. He is also a renowned broadcaster and journalist. Dan has presented dozens of TV shows, including the Netflix series *Secrets of Great British Castles*. He writes and hosts the Sony Music podcast *This is History*. His acclaimed *Essex Dogs* novels follow the fortunes of ordinary soldiers in the Hundred Years' War. Dan read History at Pembroke College, Cambridge and is a Fellow of the Royal Historical Society.

**Tom Harris**

Tom studied chemistry at Oxford University before qualifying with Price Waterhouse as a Chartered Accountant. He was Finance Director/CFO for many companies including HMV Canada, Body Shop UK, Virgin Megastores and Dyson worldwide. A career change in his early 40's resulted in Tom becoming a restorer of heritage buildings in Herefordshire, anything from a Victorian worker's cottage through to a 40 roomed former girls finishing school. He also found time to become a non Executive director, chair of the audit committee and subsequently Chairman of Corps Security, employing over

4,000 staff and CFO of St Andrew's' Healthcare, a major mental health charity.

As a Court member and recent Master of the Drapers' Livery Company, Tom has for many years Chaired the Committee maintaining their Hall, including a significant re-presentation of their Livery Hall during COVID lockdown. He also opened a Free school on behalf of the Company and was their initial Chair of Governors for many years.

Tom is married to Alison and they are at their happiest watching their 22 year old daughter Heather play sport at a rather decent level. Tom is also a minority shareholder and supporter of AFC Wimbledon football club."

**Caroline Michel**

Since 2007, Caroline has been both the CEO of literary and talent agency Peters Fraser and Dunlop (PFD) and has served as Chair and previously Trustee of Hay Literary festival. She is also Chair of the BFI Trust, a Fellow of the RSA and Vice President of the London Library. As a literary agent she has represented and championed such luminaries as Jeanette Winterson, Simon Schama, Edna O'Brien, Rose Tremain, Danielle Steel, Ruthie Rogers, Twiggy, Michael Caine and Melvyn Bragg. She has served on boards as varied as the BFI, Somerset House, Veuve Clicquot Businesswoman of the Year and the

Harpers' Bazaar Short Story Competition. She has been a member of the Arts and Media Honours Committee, the Booker Prize Advisory Committee and the Chairman's Circle, Southbank Centre. She has been a particular champion of libraries and librarians, serving as a panel expert for Library Services at DCMS.



# ROLE PROFILE

## ROLE TITLE

Trustee

## ROLE PURPOSE

The Board of Trustees consists of the Chair and up to eleven Trustees who are appointed by either HM The King or the Secretary of State for Culture, Media and Sport. Once appointed, all Trustees must act in the best interests of the charity.

This appointment will be made by HM The King.

The Board of Trustees is ultimately accountable for the organisation and for ensuring that the Charter aims are met and HRP's strategic ambitions are realised. It delegates authority within agreed limits to the Chief Executive and his Executive Team and provides oversight, monitoring, support and advocacy. Trustees retain the authority to contribute to and approve operating plans and budgets, and other major projects and strategies. The Executive Team, comprising the Chief Executive and eight Directors, is responsible for preparing strategies, operating plans and budgets and for the day-to-day operation of the organisation.

## THE STATUTORY DUTIES OF A TRUSTEE

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objects as defined in its governing document.
- Ensure that the organisation uses its resources exclusively in pursuance of its objects: it must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities may be.
- Contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- Appoint the Chief Executive and monitor their performance.





# WHO WE ARE LOOKING FOR

## ESSENTIAL EXPERIENCE:

- You will be someone with a robust track record of involvement in, and / or strategic engagement with, communities in the regions. This may have been gained within a variety of contexts, with public engagement and education being just two examples.
- As appointee of His Majesty The King, you must be highly respected in your field, with an unblemished track record and who demonstrates a range of business and charitable interests to make a tangible contribution to HRP.
- It is likely that you will also have experience of diverse and complex organisations, in senior executive and non-executive roles, who can contribute their expertise to work with HRP to achieve its ambitious plans.

## THE SUCCESSFUL CANDIDATE WILL ALSO DEMONSTRATE THE FOLLOWING QUALITIES:

- Ability to make a significant contribution to the overall strategic direction and governance of HRP, recognising the complex organisational balance between charitable aims and financial and commercial pressures.
- Ability to engage constructively with Trustees, the Executive Team, staff and stakeholders on the range of issues necessary to achieve HRP's aims and be able to connect with people effectively at all levels.
- An understanding (and preferably experience) of non-profit governance and the willingness to support fundraising appropriately.
- The ability to give the necessary time to the role and Board responsibilities in London and occasionally in Northern Ireland.
- Excellent communication skills with the ability to represent Historic Royal Palaces with confidence to key stakeholders.
- Commitment to Historic Royal Palaces, its charitable objectives and its strategic direction to be a charity for everyone.
- A commitment to preserving cultural heritage, and improving education and understanding of British and World history.
- A strong commitment to diversity, inclusion and providing opportunities for all.



# TERMS OF APPOINTMENT

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## TIME COMMITMENT

The time commitment is typically the equivalent of about one full day per month although more might be required from time to time. This currently includes four half-day Board Meetings, sub-committee meetings as necessary which are usually held online, plus time to study papers, and to attend events

## REMUNERATION

Trustees give their services on an honorary basis and receive no remuneration, except for expenses reasonably incurred in the performance of such services.

Please note that expenses incurred by external candidates during the recruitment process will **not** be reimbursed, except in exceptional circumstances, and only when agreed in advance.

## LOCATION

Main board meetings are typically held in person in one of the Palaces and this will occasionally include Hillsborough Castle in Northern Ireland.

## TERM OF APPOINTMENT

The initial term of appointment is three years.

## DIVERSITY AND INCLUSION

We want to ensure any appointee is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We ask all applicants to complete a diversity monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and what we can do to encourage a more diverse field to apply.

## DISABILITY CONFIDENT

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria. If you want to apply under this scheme, simply state this in the covering email or letter when submitting your application.

## REASONABLE ADJUSTMENTS

We are committed to supporting all candidates to perform at their best throughout the appointments process. This includes making reasonable adjustments to our process. Common reasonable adjustments include alternative formats for your application (e.g. a verbal/video submission of your statement or CV), offering alternative interview times or locations, providing an interpreter or scribe, or allowing candidates additional time to prepare for questions ahead of the interview. If you would like a confidential discussion regarding any possible reasonable adjustments ahead of making your application or during the process, please contact us.



## CONFLICTS OF INTEREST AND DUE DILIGENCE

If you have any interests that might be relevant to the work of the organisation, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application.

Given the nature of the appointment, it is important that applicants are able to maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to our attention and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Interview Panel and they may wish to explore issues with you should you be invited to interview.

## ELIGIBILITY CRITERIA

We ask applicants to note that you **cannot** be considered for a public appointment if:

- you become bankrupt or make an arrangement with a creditor
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.





## HOW TO APPLY

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

- Your CV (no more than three sides).
- A covering letter that sets out your motivation for the role and describes the specific experience you can bring to the appointment.

We would also be grateful if you would 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.

**We ask for receipt of applications by 23:59 on Monday 23rd June 2025.**

### RECRUITMENT TIMETABLE

The closing date for this appointment is Monday 23rd June 2025.

HRP's Nominations and Governance Committee will meet on 25th June for the purposes of candidate selection.

Preliminary interviews with Juliet Taylor and Katy Giddens will take place in late June and early July 2025.

Final Panel interviews are anticipated to be held by HRP in the second half of July 2025.

