

General Process for the Appointment of (non-Commissioner) Committee Members

This is the appointments process for new external members of Commission's committees, panels and the Expert Advisory Group.

Advertisement

- Vacant roles will be advertised in appropriate (ideally free) media, such as Heritage Alliance circular, relevant professional and trade journals and the Historic England website. We may pay if that is necessary to reach a target audience.
- Direct notification of the opportunity by staff and relevant committee members, usually by email, as widely as possible to contacts within the heritage sector.
- Direct notification of the opportunity, usually by email, to the organisation's maintained contact list of groups that have links with under-represented groups and who are interested in heritage.

Application

- Application to be by brief covering letter and CV. An administrator will remove names to mitigate against unconscious bias, as per the Historic England staff recruitment process.
- Members of the Executive Team - together with the relevant committee or panel Chair – will draw up a shortlist.

Interview and Appointment

- The relevant Chair and a member of the Executive Team will conduct interviews
- A recommendation will be made to the Chairman of Commission, who will make the appointment.
- Appointments may be made for between 2-5 years, with the usual term being 3 years.