

## Public Appointment vacancy template

[Insert name of post to be advertised e.g. chair, member etc]

**Chair of the Arts and Media Committee**

[Insert name of body if applicable e.g. Environment Agency]

**N/A**

Appointing Department:

**Cabinet Office**

Number of vacancies:

**One**

Vacancy reference number:

**N/A**

[Insert short description of role and body here including location]

**The Arts and Media Honours Committee is one of nine specialist honours committees which recommends to the Head of the Civil Service candidates for honours put forward by members of the public, government departments and professional bodies. The Committee has to select those it wishes to recommend for inclusion in the list which the Prime Minister submits to The Queen for the New Year and Birthday Honours Lists. The Committee considers candidates for honours in the fields of Architecture, Arts, Dance, Drama, Literature, Media and Music. The vacancy has arisen owing to the retirement of the current Chair after 4 years' service. Full details of the honours system, membership of the Arts and Media Honours Committee and the areas of work covered by the committee, can be found at [www.direct.gov.uk/honours-vacancies](http://www.direct.gov.uk/honours-vacancies).**

**The Chair is also a member of the Main Honours Advisory Committee, chaired by the Head of the Civil Service, which makes recommendations to the Prime Minister for the final list of candidates for submission to The Queen for inclusion in the New Year and Birthday Honours Lists.**

Full details of the honours system, membership of the Arts and Media Committee and the areas of work covered by each committee, can be found at [www.direct.gov.uk/honours-vacancies](http://www.direct.gov.uk/honours-vacancies).

**Location:** London.

Vacancy description: [this should include the working arrangement/time commitment and the rate of remuneration – if applicable; and whether the role requires travel]

**Independent Chair of the Arts and Media Honours Committee. This is a part-time post, requiring just four days a year and some preparatory reading. The post is unpaid but reasonable travel expenses will be paid. No travelling is required.**

Skills/experience required [delete if not applicable]:

The requirement is for an individual who has a good working knowledge of arts and media. The successful candidate might, for example, have achieved distinction in literature, theatre and the performing arts [or print journalism]. They will be eminent in their area of experience within the sector and to be able to command the confidence of other experts in the sector. The Chair will be a person of distinction who is well qualified to judge the relative merits of competing candidates for honours. They will be able to act with independence of judgement and be an individual of the highest standards of probity and discretion. The consideration of individual nominations for honours has to be carried out with absolute confidentiality. They will need to be able to handle a large volume of submissions in a timely and efficient manner and be able to work closely with the supporting Secretariat and with their fellow committee members. They will need to be sympathetic with the aims of the honours system and have an awareness of the importance of diversity in the honours process.

Closing date:

**Thursday, 31 May 2012.**

Interviews start [delete if not applicable]:

**Summer 2012.**

How to apply:

**The Cabinet Office is committed to a policy of equal opportunities. Applications are particularly welcome from women, minority ethnic and disabled candidates who are under-represented at this level in public life.**

**Further information and an application form can be downloaded from [www.direct.gov.uk/honours-vacancies](http://www.direct.gov.uk/honours-vacancies).**

**Or please telephone Alison Bennett, Cabinet Office, Honours and Appointments Secretariat on 020 7276 2728.**

**E-mail address: [Alison.bennett@cabinet-office.x.gsi.gov.uk](mailto:Alison.bennett@cabinet-office.x.gsi.gov.uk)**

[State whether the post is regulated by the Commissioner for Public Appointments]

**No.**