



Marshall Aid Commemoration Commission

Information pack for applicants

Vacancy:
one Alumni Observer to serve on the MACC for a 4-year term

Closing date for applications is 17th April 2023

Overview: Alumni Observer on the MACC

Appointment Process Timetable:

Advert date: 03 February 2023
Closing date: 17 April 2023
Short-listing complete by: 24 April 2023
Interviews held: 16th May 2023
Notification date: end of May 2023
Appointment date: June 2023

Eligibility: Candidates must have been a Marshall Scholar, be a UK resident and at least 7 years must have elapsed since they took up their Marshall Scholarship.

Time Commitment: Part-time - the role of an Alumni Observer involves attending four Commission meetings and additional sub-committee meetings per year, at least one annual Commission event and with occasional ad hoc work arising from committees. It is anticipated that the role will require a minimum total time commitment of 10 days per year.

Remuneration: The appointment is a volunteer position and is unpaid. Reasonable costs of travel within the UK to attend Commission meetings and events will be reimbursed.

Panel: Two Commissioners, one current Alumni Observer, one current Marshall Scholar.

For information regarding the selection process, please contact Haley Addiron by e-mail: haley.addison@acu.ac.uk

About the Marshall Aid Commemoration Commission

The Marshall Aid Commemoration Commission (MACC) was established by an Act of Parliament in 1953 to administer the Marshall Scholarship programme on behalf of the FCDO, a programme that enables talented postgraduate students from the United States to study in the UK.

The MACC is made up of 10 Commissioners including a Chair, plus two Alumni Observers. It is administered by a small team under contract with the MACC at the Association of Commonwealth Universities (ACU).

There are over 2000 Marshall alumni, many of whom are now at the highest levels in business, government (Supreme Court, Congress, Presidential Cabinet) and academia. Alumni include Pulitzer Prize winning authors and leaders in many academic and professional disciplines.

The Commission

Alumni Observers are appointed to serve on the Commission for a 4-year term. You can find out more about the MACC and its current Commissioners by visiting its website at: <http://www.marshallscholarship.org>

Role and Responsibilities of the Alumni Observers

MARSHALL AID COMMEMORATION COMMISSION: JOB SPECIFICATION

Alumni Observers of the Commission have responsibility for:

- Providing a 'Scholar's' perspective' to the Commissioners
- Participating in the Commission's regular meetings as well as its other activities - including membership of one or more sub-committee
- Supportive engagement with Scholars from time to time and being available for a mentoring role if asked

Liaising with Marshall Scholars' Alumni Association (AMS) to provide an additional link between the two organisations

More information about Marshall Scholarships and the Commission can be found at www.marshallscholarship.org

Person Specification

Person Specification

Essential:

- A previous Marshall Scholar who successfully completed their programme of study and who received their Marshall award at least 7 years ago
- A keen interest in and experience of UK-US relations, and a commitment to improve and deepen that relationship.
- A keen interest in understanding and enhancing the experience of current Marshall Scholars
- Commitment to diversity and equalities
- Availability and willingness to engage with current and past Marshall Scholars
- Resident in the UK

Desirable:

- Knowledge of strategic planning and development
- Strong networking and stakeholder engagement skills and knowledge and experience of finance and governance issues
- Professional or personal experience which improves the diversity of the Commission

We particularly welcome applications from people from Black and minority ethnic communities.

On appointment

Remuneration/expenses

The appointment is unpaid. Reasonable costs of travel within the UK to attend Commission meetings and events will be reimbursed.

Appointment and tenure of office

The appointment will be for 4 years.

Board meetings

The Alumni Observers attend four Commission meetings and up to four sub-committee meetings per year, and at least one annual Commission event. There may be some committee-related tasks in an ad-hoc way. It is anticipated that being an Alumni Observer to the MACC will require a minimum total time commitment of 10 days per year.

Board and Committee meetings will normally be held in London.

Candidates should ensure they can meet these commitments before applying, though please ask for reasonable adjustments if any need to be made.

There may be opportunities to participate in an annual trip by the Scholars and Commission to locations around the UK.

Conduct

Applicants must confirm their adherence to, and apply, the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see Appendix).

Conflict of Interests and political activity

You should note particularly the requirement to declare any conflict of interest and relevant political activity in advance and during the course of the Commission’s business, and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of the Commission.

If you are successfully appointed to the post a brief summary of your career/experience and details of your response to the Political Activity Declaration will be included in any announcement of your appointment.

How to apply

Equality of opportunity - We welcome applications from all sections of the community and from people with diverse experience and backgrounds.

How to apply - All applicants are required to submit a letter (maximum 2 sides) detailing their experience against the specification, their relevant skills and interests, together with a full CV. Please also provide the names and contact details of two referees who can be contacted if you are short-listed for interview. If alternative formats of this information pack and the monitoring form (below) are required, please contact us at an early stage well before the closing date for applications. Applications must be received by the closing date. Late applications will not be considered.

Diversity Monitoring Form Please complete anonymous form found [here](#).

This form will be kept separate from your application form and will not be seen by the sift or interview panel. Assessment of your suitability for the post is made purely on the information you give on the application form and your performance at the interview should you be invited. Appointments are made strictly on merit.

Please send your completed applications by email to haley.addison@acu.ac.uk with the subject line: **Application to be an Alumni Observer to the MACC**

The safe receipt of applications will be acknowledged by email. All applicants will be contacted again after the closing date.

Disability Confident Scheme

Under the Disability Confident Scheme if a disabled candidate meets the minimum criteria for the role they should be given the opportunity to demonstrate their ability at interview. If you consider yourself to have a disability as defined under the Equality Act 2010 and wish to apply for consideration under the scheme, please complete the declaration form and return it with your application.

How we will handle your application

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- We will acknowledge receipt of your application by email and check it for completeness and eligibility. Late applications will not be accepted;
- We will then assess your eligibility for the post before it is passed to the Selection Panel for shortlisting consideration;
- Shortlisting will take place on the 24th of April 2023;

- Interviews will be held virtually on the 16th May 2023;
 - References will be requested if you are short-listed for interview. References will be in respect of the qualities and skills required for the post;
 - At the interview, the Panel will explore your experience and interests and potential contribution to the work of the Commission in line with the specified qualities sought.
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Appendix: The seven principles of public life

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

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Leadership

Holders of public office should promote and support these principles by leadership and example.