



**CHANNEL 4**

**APPOINTMENT OF TWO NON-EXECUTIVE DIRECTORS**

**CANDIDATE INFORMATION PACK**

**JULY 2019**



1. BACKGROUND

Channel Four Television Corporation (C4C) is a high profile publicly owned, commercially funded broadcaster transmitting across the whole of the UK and available on all digital platforms (terrestrial, satellite and cable). C4C also operates a number of other services, including the free-to-air digital TV channels E4, More4, Film4 and 4seven, and All4, Channel 4's free ad-funded video-on-demand service. Film4 production co-produces feature films for the UK and global markets. C4C operates a cross funding business model, with commercially more challenging genres such as original drama and news and current affairs supported by commercially profitable programming on Channel 4 and the other free-to-air channels in the portfolio.

The Channel's primary purpose under the 2003 Communications Act is the fulfilment of its public service remit which is “the provision of a broad range of high quality and diverse programming which, in particular:

1. demonstrates innovation, experiment and creativity in the form and content of programmes;
2. appeals to the tastes and interests of a culturally diverse society;
3. makes a significant contribution to meeting the need for the licensed public service channels to include programmes of an educational nature and other programmes of educative value; and
4. exhibits a distinctive character.”

Under the Digital Economy Act 2010, C4C has additional responsibilities to participate in:

* “The making of a broad range of relevant media content of high quality that, taken as a whole, appeals to the tastes and interests of a culturally diverse society;
* The making of high quality films intended to be shown to the general public at the cinema in the United Kingdom;
* The broadcasting and distribution of such content and films;
* The making of relevant media content that consists of news and current affairs;
* The making of relevant media content that appeals to the tastes and interests of older children and young adults;
* The broadcasting or distribution by means of electronic communications networks of feature films that reflect cultural activity in the United Kingdom (including third party films), and;
* The broadcasting or distribution of relevant media content by means of a range of different types of electronic communications networks.”

C4C must also:

* “Promote measures intended to secure that people are well informed and motivated to participate in society in a variety of ways
* Support the development of people with creative talent, in particular people involved in the film industry and at the start of their careers;
* Support and stimulate well-informed debate on a wide range of issues, including by providing access to information and views from around the world and by challenging established views
* Promote alternative views and new perspectives, and
* Provide access to material that is intended to inspire people to make changes in their lives.”

The remit applies across all genres and services and, in addition, C4C must meet a set of specific quantitative licence obligations set and monitored by Ofcom for news and current affairs, original production, regional production, sub-titling and audio description services. The annual Statement of Media Content Policy, published in the annual report and accounts, is the mechanism whereby C4C reports on, and Ofcom assesses, the delivery of the remit.

As a publisher-broadcaster, C4C does not produce its own programmes but commissions them from a large number and wide range of creative partners across the UK. It works very closely with the independent production sector, and invests heavily in training and talent development throughout the industry. A Growth Fund of £20 million was launched in 2014 to invest in small and medium British independent producers, and over 14 production companies have benefitted from this to date. C4C’s Commercial Growth Fund invests in businesses new to television advertising to encourage growth in the television advertising market.

C4C’s total revenue is over £975 million, funding total content spend of over £650 million of which over £490 million is invested in original British content. 20 million people have registered with Channel 4 online and there were 915 million programme views on All4 in 2018. The average headcount for the Corporation is around 800, based in London with a smaller office in Manchester and a National HQ soon launching in Leeds, along with Creative Hubs in Bristol and Glasgow as part of the “4 All the UK” strategy, which will support up to 3,000 production jobs in the Nations and Regions economy.

For further information about C4C, including its latest annual report and accounts (2018), please visit the website at www.channel4.com.

Two Board Members of C4C will step down in 2019 and 2020 respectively and Ofcom is seeking to appoint their successors. The successful candidate for the Board Member plus Audit Committee Chair role will need to be able to begin the role on 5 December 2019. The second Board Member role will become vacant on 1 September 2020. The appointments will be made by Ofcom, subject to approval by the Secretary of State for Digital, Culture, Media and Sport (DCMS).

THE BOARD

The Board comprises the Chair, Deputy Chair, eight non-executive directors and three executive directors.

The Board provides strategic direction and ensures that C4C’s statutory requirements and public service remit are fulfilled. The Board meets eight or nine times a year. The majority of meetings are held in London with others held at the National HQ in Leeds and at other Channel 4 locations across the UK.

1. THE ROLES

Ofcom is responsible for Non-Executive appointments to the Channel 4 Corporation board, subject to the Secretary of State's approval and is seeking to appoint two Non-Executive Members. The appointees need to be of the calibre and experience to fit with the current mix of C4C Board members, with personal characteristics including intelligence, ability to think strategically, wisdom, independence of mind and good communication skills.

Candidates must demonstrate personal integrity of a high order, and must have stature and authority. An interest in broadcast media and an understanding of C4C’s public service remit is essential. Candidates should also be able to demonstrate their awareness of the pressures and challenges facing cultural institutions such as C4C in the fast changing communications sector, having regard in particular to Public Service Broadcasting’s contribution to the creative industries and the creative culture at C4C. The Channel 4 Board seeks to ensure its members reflect the culturally diverse audiences it serves.

1. PERSON SPECIFICATION

***Role 1: from 5 December 2019***

**Essential**

* A professionally qualified accountant and an experienced Finance Director with commercial experience.
* Able to provide a robust and appropriate level of scrutiny and challenge for the executive team and other Board Members.
* Able to be an effective Chair of the Audit Committee.
* Understands and supports Channel 4’s remit.

**Desirable**

* Brings contemporary knowledge and insight into technological developments in the sector.
* Experience in the broader media sector.

**Relevant skillsets include:**

*Finance Director/Accountancy Qualifications/Audit & Risk Management; Investment; Advertising; Data/CRM/Systems/Digital; Corporate Strategy; Technology; Film; CFO experience*

***Role 2: from 1 September 2020***

**Essential**

* In-depth experience in terms of UK broadcasting content regulation.
* In-depth insight and perspective on issues relating to news and current affairs at Board level, helping inform and shape Board responses to the significant developments and challenges in an evolving news landscape.
* Clear knowledge and understanding of contemporary industry views and issues.
* Clear ability to be an effective member of the Remuneration Committee.
* Understands and supports Channel 4’s remit.
* Brings contemporary understanding of how news provision and consumption is changing in the digital age.

**Relevant skillsets include:**

*News/Journalism; Broadcasting; Regulation; Legal, Government/Parliament; Social Enterprise/Not for profit; Arts/Creative Leadership*

The successful candidates will demonstrate strategic thinking, vision and exceptional interpersonal skills, with a good understanding of the importance of strong governance.

1. TERMS OF APPOINTMENT

Time Commitment

The time commitment is likely to be up to two days per month, depending on participation in sub-committees. The successful candidate(s) must be able to devote the time required to perform his or her duties satisfactorily; this will mean, in addition to attendance at Board meetings, he/she will be expected to devote appropriate preparation time ahead of each meeting and to attend such other meetings as necessary to carry out their duties.

This is a three year appointment, though possibly renewable by joint agreement.

Remuneration and Other Benefits

The appointees will receive appropriate remuneration.

Expenses

All reasonable and properly documented expenses incurred in performing the duties of the role will be reimbursed in accordance with Channel 4’s expenses policy.

Diversity:

The Government and Ofcom are committed to diversity and to providing equal opportunities for all, irrespective of race, age, disability, gender/transgender, marital status, religion, sexual orientation and working patterns, and to the principle of public appointments on merit with independent assessments, openness and transparency of process.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Ofcom on these appointments. Candidates should apply for these roles through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using the following code: QAYZE. Candidates should make clear which of the two roles they are applying for in the covering letter.

Click on the ‘apply’ button and follow the instructions to upload:

* A detailed CV (no more than 3 pages) – this should provide details of your education and qualifications, employment history, directorships, membership of professional bodies and details of any publications or awards;
* A covering letter (no more than 2 pages) – setting out how you meet the criteria – please make sure you refer to the contents of this document;
* Diversity monitoring form;
* Declaration of conflict of interest form; and
* GDPR consent, permitting the information you submit to be used as part of this process by Saxton Bampfylde, Ofcom, Channel 4 and DCMS. Please note that only the small number of individuals involved in the process at these organisations will have access to this data.

This recruitment will be conducted in accordance with the Disability Confident Scheme. Applicants who wish to apply for consideration under this Scheme should make that clear by marking the appropriate box on the diversity monitoring form. If you require an adjustment at any stage of the recruitment process, email [Annabel.fish@saxbam.com](mailto:belinda.beck@saxbam.com) or call us on 020 7227 0854.

The Diversity Form will not be seen by the selection panel and will be kept separately from your application and Conflicts of Interest Form.

The closing date for applications is noon on Monday 29 July 2019.

If you are unable to apply through the website, please email [Annabel.fish@saxbam.com](mailto:belinda.beck@saxbam.com) quoting the reference QAYZE.

The selection panel expects to select an initial longlist of candidates at a meeting on Wednesday 7 August, who will be invited to an initial interview with Saxton Bampfylde. The panel will then choose a final shortlist of candidates, who will be invited to meet with the selection panel. The date of the final interviews will be Monday 16 September 2019.