



MR. GLADSTONE ATTACKING THE FRONT BENCH.



THE HISTORY OF PARLIAMENT

British Political, Social & Local History

Appointment of Director

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Saxton Bampfylde

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An introduction from Lord Norton, Chair

Thank you for your interest in The History of Parliament Trust and in the position of Director.

The History of Parliament is one of the biggest and most sustained academic projects in British History. Since 1951, we have been working on its comprehensive accounts of the people and places that have made up our parliamentary history – work that, along with other projects such as the Victoria County History and the Oxford Dictionary of National Biography, forms a crucial element of the basic infrastructure of British history. Paul Seaward is stepping down this autumn after a more than twenty year period as Director which has seen a considerable expansion in the History's output, the movement of its publications online, and an expansion of its activities into oral history and public engagement.



With 65 volumes already published – including just this year a ground-breaking set of nine volumes, around 6.5 million words covering the British civil wars and interregnum, 1640-1660 – the History is now a mature enterprise. But there remains much to do, with five research projects on the go employing teams of researchers with widely-respected expertise, as well as our innovative and growing collection of oral history interviews with recent generations of British MPs, a major collaboration with the British Library. The History has a strong and growing presence too in public and academic engagement: in the latter, it is a strong voice for the importance of political history; and in the former, through its website, social media and events, it has presented in diverse and exciting ways the rich and complex backstory of British politics to the public and the media.

We are looking to appoint as a successor someone with an ambitious vision to build on this growth in the History's activities while maintaining the steady progress and publication of its research programme. The post encompasses providing strategic direction for the Trust, overseeing its operations, and promoting the standing and use of the History's outputs, helping to maintain its position as one of the premier foci for political history in the UK. It's a complex and challenging job that will require someone who will be comfortable working in a range of different contexts: academic; administrative; parliamentary. But for someone ambitious to contribute substantially to shaping a new phase in research on British history and political life it represents a great opportunity. We very much hope to hear from you.

About the History

The History of Parliament is a research project creating a comprehensive account of parliamentary politics in England, then Britain, from their origins in the thirteenth century. Unparalleled in the comprehensiveness of its treatment, the History is generally regarded as one of the most ambitious, authoritative and well-researched projects in British history.

It consists of detailed studies of elections and electoral politics in each constituency, and of closely researched accounts of the lives of everyone who was elected to Parliament in the period, together with surveys drawing out the themes and discoveries of the research and adding information on the operation of Parliament as an institution. With the publication in the summer of our latest volumes covering 1640-1660, 66 volumes covering around 400 years of the House of Commons and 85 years of the House of Lords will already have been published, in all about 40 million words, 42,000 pages, 27,000 biographies and 3200 constituency articles.

All of the History's biographies and constituency articles published up to 2010 are now freely available on the History's website. More recently published volumes will be made available in due course, pending a major redesign and rebuild of the site that is currently underway.

The History's staff of professional historians is currently researching the House of Commons in the periods: 1461-1504 and 1832-1868, and the House of Lords 1558-1601, 1640-49, and 1715-90. A small team is responsible for the History's well-established Oral History project, in partnership with the British Library, in which we record extended life story interviews with former Members of Parliament.

The History also has an increasing mission to interpret and present the History of Parliament to both parliamentary and public audiences. It does this through its website, through social media, including three active blogs, and a programme of events and competitions.

Since 1995, the History has been funded principally by the two Houses of Parliament. It is based close to its original host, the Institute of Historical Research, University of London. It was originally founded before the Second World War, the brainchild of Josiah Wedgwood MP, a Labour parliamentarian and minister, and revived after the war when a number of the greatest British historians of the day, including Sir Lewis Namier, Sir Frank Stenton and Sir John Neale, were involved in its re-establishment.

The project is governed by its Trustees, who are mainly Members

and Officers of both Houses of Parliament. The Trust is currently in the process of converting to a Charitable Incorporated Organization. The quality of the project's research and writing is monitored by an Editorial Board of historians. More details of these bodies, the staff and other key partners of the History can be found on the History's most recent Annual Review, Plan, and Report and Accounts. These documents are available at:

<https://thehistoryofparliament.wordpress.com/2022/10/04/history-of-parliament-annual-reports/>





The role

The Director is the Trust's chief executive and is responsible to the Trustees for its overall strategic and editorial direction and for its day to day operations. The Director will provide intellectual and academic leadership for the project while also possessing management skills and experience. The Director will bring serious academic standing and possesses leadership skills, good managerial ability, and a commitment to engagement with Parliament and the public. They will need to be able to command the confidence of staff, Editorial Board and Trustees, and a range of external stakeholders.

The Director is responsible for the management of around 23 FTE staff organised in six research projects, a public engagement team, and a small administrative team currently consisting of a deputy director who is also one of the section editors, an office manager (0.8 FTE) and a finance manager (0.2 FTE).

KEY RESPONSIBILITIES

Strategy, planning, reporting and accountability:

The Director is responsible for developing and co-ordinating the overall strategy of the Trust in conjunction with the Trustees, the Editorial Board and staff, and as required with authorities in the House of Commons and House of Lords.

Specific responsibilities are to:

- Create and maintain an up-to-date plan for presentation to Editorial Board/Trustees outlining the History's recent performance and state of current projects, future production targets for each project;
- Produce an annual report/review for presentation to Editorial Board/Trustees outlining last year's production of articles and other activities;
- In collaboration with the Trust secretary, manage the agenda for the meetings of the Trustees three or four times a year, and the Executive three or four times a year;
- Organise three or four meetings of the Editorial Board a year, and be responsible for the completion of the minutes and implement the protocols for the Editorial Board set out by Trustees;
- Ensure compliance with relevant legislation and requirements, including that of the HSE, USS, Charity Commission.

Finance:

As Director and accounting officer, the Director is responsible for all aspects of the financial operations of the HPT, including the maintenance of and compliance with the Financial Memorandum which governs the relationship between the HPT and the House of Commons and House of Lords, and compliance with HM Treasury guidance on managing public money. The Director is a member of the HPT's Finance Committee, which includes the Treasurer and senior members of the finance directorates of both Houses. The HPT's finance team consists of a part-time Finance Manager and an Office Manager who maintains the HPT's VT finance system. Specific responsibilities are to:

- Initiate preparation of an annual budget and three year projection in line with the annual plan; present to Treasurer, Executive and Trustees and to finance authorities of both Houses;
- Monitor income and expenditure through monthly outturn and cashflow reports prepared by the Finance Manager, and in consultation with the Treasurer, and to report on a quarterly basis to Finance Committee;
- Be a signatory to the HPT's accounts, authorising expenditure in line with arrangements set out in the Financial Memorandum;
- Liaise where necessary with the Finance Manager over preparation of the annual accounts, and respond to queries from National Audit Office and Finance Manager during the audit;
- In collaboration with the Trust secretary, manage and report to the twice-yearly meetings of the Trust's Finance Committee, and maintain regular contact with senior finance staff in the House of Commons and House of Lords in between meetings.

Staffing, accommodation and compliance:

The Director has overall responsibility for the staffing and accommodation of the History of Parliament, which functions are carried out in practice principally through the Office Manager and Finance Manager, using where necessary professional assistance and the HPT's IT and other providers. These functions include:

- Dealing with all employment matters that arise, including staff contracts and pay; maintenance of staff handbook and other office guidance, using professional assistance as and when required;

- Securing accommodation for the History with professional assistance as and when required, and all related matters, including lease negotiations securing sub-tenants if necessary;
- Organising maintenance of the building and compliance with requirements of current lease and contracts;
- Maintaining and developing the History's server and IT network, hardware and software.

Research

The Director is responsible for developing and overseeing the overall research programme and editorial policy of the Trust in conjunction with the Editorial Board and the individual editors/project heads, including:

- Monitoring the performance of the HPT's research projects through six-monthly progress reports, and addressing with editors any issues arising, reporting to Editorial Board and Trustees progress on each project and ensuring feedback is given and acted upon where necessary;
- Encouraging the development of joint or collaborative projects that add value to the work of the History, e.g. AHRC-funded Collaborative Doctoral Partnerships, while ensuring these are consistent with workload of staff and progress of projects;
- Maintaining, updating and implementing in conjunction with the Editorial Board and editors the History's style guide and policy on content;
- Supporting each project's research through arrangements for travel and research expenses; using flexibilities within the History's budget to secure additional research where required; managing the History's budget for obtaining commissioned articles and (with the office manager and finance manager) managing the commissioning process;
- Maintenance of the History's research archive, including currently organising transfer of part of it to the British Library.

Dissemination

Arranging for the publication of the History's research output in print and online:

- Overseeing the work of the web developer in current website redevelopment, including organising testing and design work; directing and overseeing further plans for extension and addition of the website;
- Organising tender exercise for major print publications, and dealing with subsequent contract issues; overseeing the construction by the web

developer of the database to hold approved text and ensuring coordination of the workflow from editors to database to copy-editor and publisher;

- In collaboration with editors and public engagement team, overseeing publicity for new publications;
- In partnership with publishers and stockholders, overseeing the sale and management of the History's stock of previous publications;
- Seeking opportunities for new ways of presenting the History's work online and in print, and carrying these out (e.g. *Honour, Interest and Power* book 2010; additional articles on the website and through the blog).

Development

The Director is responsible for seeking opportunities to develop the History's research and other programmes, and responding in the first instance to proposals for development from other quarters; establishing and managing partnerships where necessary for new elements of the History's work. This may involve, in particular:

- Seeking external funding opportunities to support new or existing projects;
- Managing the current relationship with St James's House, including managing negotiations for new contract; managing the contract; and organising and editing text and picture contributions for each publication;
- Being responsible for maintaining relationships with principal organisations in the UK and abroad that maintain an interest in parliamentary history, including the ICHRPI; EuParl; *Parliamentary History*, etc.

Engagement

The Director is responsible, in conjunction with the Editorial Board and the Trustees, and the History's staff, in particular the public engagement team, for setting the overall direction of the History's programmes of academic and public engagement, including:

- Programmes of events (physical and online; within the Palace of Westminster and outside it; academic in nature and designed for the general public) relating to the work of the History and to the overall

history of parliament and politics, including conferences, lectures, discussions;

- Several blog series showcasing the work and knowledge of the History's research and other staff and other social media; the further development of the History's engagement programmes, including podcasts, video series, etc.
- A planned programme of involvement with schools.



THE LIGHT THAT FAILED.

House—got the electric light,' said his friend, who had just come out to escort him in. Curious to relate, at that moment, as if by magic, the electric light went out, and we were in total darkness. Confusion prevailed in the Inner Lobby, whither Mr. Chamberlain had rushed after one of his onslaughts upon the Government, and nearly fallen over Sir William Harcourt, while Colonel Saunderson all but embraced Mr. Tim Healy. Home Rule, for a time, was in a fog; and there were not a few who regarded this sudden darkness during the stormy debate upon the Home Rule question as a significant omen. The policemen in attendance ran in with candles, and the American visitor smiled. It was all right in the Legislative Chamber itself, for there is always plenty of gas in the English House of Commons.

May 20.—The Home Rule Bill is having a bad effect on the manners of Members of Parliament, and, if things go on as they have begun, we shall have a series of scenes in the House worthy of the historic fair of Donnybrook in the 'good old days.' The debate has already resolved itself into a single combat between Mr. Gladstone and Mr. Chamberlain. It was generally understood, and, I think, wisely arranged, that before dinner the aged Premier would come down to the House for a few hours in the afternoon, and perhaps occasionally make a speech, and that Sir William Harcourt and his other lieutenants should fight the Bill through. In place of that, we have Mr. Gladstone, as I say, in single combat with the leader of the Unionists; and the tragic scenes which have taken place during the last week must have plainly shown every one present that the Premier is running a tremendous physical risk. Last Thursday evening, when he worked himself up into a passion



MR. GLADSTONE ELOQUENT.



Harry Furniss

PLAYING THEM IN.

1881 1884

ESSENCE OF PARLIAMENT.

House of Commons, Monday Night, February 4.—Just looked in to take look round. To-morrow Parliament meets "for despatch of business," as *Gazette*, with grim sarcasm puts it.

"There'll be precious little business despatched to-morrow, or for several more morrows," JOSEPH GILLIS says. Glad to meet JOEY B. looking well and hearty. Say so. "But, Lor!" JOSEPH replies, "it's hard work that agrees with me. Been terrible busy last three weeks arranging things. RANDOLPH and me's going to see things through, I can tell you. Wanted me to join the party. Offered to put me over WOLF and GORST. But think we'll do better if I stop where I am, and we play into each other's hands. Besides, PARNELL couldn't spare me. 'No, JOSEPH,' he said, when I mentioned proposal, 'we haven't so much grace and culture in our party that we can afford to lose you.'"

Found TENNYSON in the House of Lords also taking look round. "Not sure I like it now it's so near, TOBY, dear boy," he said, glancing nervously round. "Begin to think I made a mistake. Fact is, found I was no longer a Poet, so thought I might as well be a Peer. Won't see me here often, I can tell you. Shall come down now and then and read them "Queen of the May," or "Lotos Eaters;" but don't feel up to debate on Franchise or Merchant Shipping. Besides, I know SHERBROOKE would be taking my cloak in

Person specification

The ideal candidate will bring all or most of the following attributes:

Professional background and experience

- A background in history at a higher academic level or a relevant equivalent, with interests and publications relevant to the History's research and other activities and which will attract the respect of the community within which the History operates;
- A record of managing professionally qualified teams and of managing projects and budgets;
- Some experience in publishing projects and project management.

Personal qualities

- A commitment to and enthusiasm for the work of the History of Parliament project, and conviction in communicating its value to a variety of audiences;
- A close sympathy with, understanding and experience of the process and aims of academic research and experience of collaborative research;
- An interest in and knowledge of UK parliamentary and political history;
- Appreciation of and sensitivity to the parliamentary, objective and impartial environment within which the History has to operate;
- A commitment to equality, diversity, inclusion and widening access;
- An innovative and entrepreneurial approach.

Skills and abilities

- The ability to think strategically and implement a strategic vision and approach for the History;
- The ability to manage competently external relationships and willingness to address further outreach possibilities;
- The ability to handle academic and managerial responsibilities effectively and to be able to work on a number of the various different aspects of the History's output and engagement concurrently;
- Experience of effectively managing human and financial resources, and of leading, motivating and managing both academic and non-academic staff;

- The ability to work effectively within a complex environment involving accountability to different organisations, both political and academic;
- Proven highly developed communication and interpersonal skills with an ability to influence, negotiate and network at a senior level internally and with external bodies/partners, including the media;
- Ability to represent and promote the History in the UK and internationally to stakeholders, the public, and potential donors.



Terms of appointment

- The salary for the role is envisioned to be in the region of £80,000 pa, with the possibility of some flex and will be comparable to holding a university chair;
- The appointment will be subject to a probationary period of nine months. After satisfactory completion of the probationary period, the appointment will be subject to three months' notice on either side;
- 30 days paid leave a year, and five additional days on which the University of London is closed, normally at Christmas and New Year;
- USS Pension scheme: subject to the rules of the scheme, the postholder may participate in the Universities Superannuation scheme. Newly appointed members of staff are automatically deemed to be members of the scheme from commencement of employment and contributions deducted accordingly, unless they declare in writing that they do not wish to participate in the scheme;
- An annual season ticket loan facility.
- All staff have access to the library and facilities of the Institute of Historical Research and to Senate House Library, University of London

How to apply

The History of Parliament Trust confirms its commitment to equal opportunities in all its activities. It is intended that no job applicant or employee will receive less favourable treatment on the grounds of political belief, sex, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. Selection and promotion criteria will be kept under review to ensure that individuals are treated on the basis of the job requirements and on their relevant personal merits, and are not disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

Saxton Bampfylde Ltd is acting as an employment agency advisor to The History of Parliament Trust on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **EBINA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Tuesday 30th May 2023**.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



The Chancellors Seat

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