**About Tyne & Wear Archives & Museums**

Tyne & Wear Archives & Museums (TWAM) is a major regional museum, art gallery and archives service. We manage a collection of nine museums and galleries across Tyneside and the Archives for Tyne and Wear. We are supported by the four Tyneside local authorities and Newcastle University. TWAM is also a Major Partner Museum funded by Arts Council England (ACE).

TWAM’s mission is:

*to help people determine their place in the world and define their identities, so enhancing their self-respect and their respect for others.*

TWAM’s governing body is the Strategic Board, chaired by the Rt Hon Baroness Joyce Quin.

**Purpose of the Trading Company**

The Trading Company, TWAM Enterprises Ltd, has been established following a major review of TWAM’s governance structures. Its purpose is to enable TWAM to capitalise on the expertise it has already developed in relation to commercial activity which has resulted in a significant increase in self-generated income and is seeing TWAM recognised nationally for its entrepreneurial work.

TWAM Enterprises will build on this success and create further growth. From April 2018 it will assume responsibility for activity currently delivered through TWAM’s trading team including the retail operation, venue hire and catering. It is a company limited by shares and wholly owned by the five ‘partners’, Newcastle University and the 4 Tyneside local authorities.

**The Role of Chair of the TWAM Enterprises**

We are seeking a Founding Chair who will provide strong and creative commercial leadership and who will:

1. Chair Board meetings and any extraordinary meetings as required in an effective and professional manner including the setting of agendas, approval of minutes and management of associated business.
2. Ensure that the Board works effectively, with good collaboration between its members and has an independent objective and authoritative identity
3. Provide independent leadership and strategic vision
4. Ensure that the Board operates effectively in promoting the purpose of TWAM Enterprises
5. Oversee the production of the accounts, annual report and business plan.
6. Facilitate discussion on the Board budget.
7. Provide independent arbitration as necessary when conflicts of interest arise within the Board.
8. Represent TWAM Enterprises externally.
9. Implement the Chair’s duties in an impartial and equitable manner.
10. Liaise with the TWAM Executive and the Chairs of the Strategic Board and TWAM Development Trust to ensure effective strategic and practical partnership working across TWAM’s governance and management structure

It is the responsibility of the Chair to lead the Board ensuring that it:

* Fulfils all the duties of a Board of Directors in accordance with all relevant legislation
* Oversight of: operational safety, risk management, financial management, and business plan delivery
* Pursues vigorously the trading policies and reviews the budget and business plan for each year’s trading
* Trades efficiently and maximises profit
* Ensure the audited accounts of TWAM Enterprises for each financial year are produced as soon as practicable.
* Ensure quarterly cashflow statements and cashflow forecasts for TWAM Enterprises are produced as soon as practicable.
* Supports TWAM Enterprises in business development
* Challenges, holds to account and supports the Enterprise Manager of TWAM Enterprises
* Maintains an open and supportive working relationship with the Enterprise Manager including appropriately evaluating the performance of the Enterprise Manager
* Ensures that TWAM Enterprise’s [organisational structure](http://www.brefigroup.co.uk/directors/e-course/strategy/ensure_the_organisations_structure_is_appropriate.html) and capability are appropriate for implementing the chosen strategies
* Ensures appropriate resources (financial and human) are available and a robust risk management framework is in place which identifies, assesses and manages strategic risks and that it is monitored and reviewed annually for continuous improvement
* Defines, negotiates and oversees policies and practice in relation to the working relationship between TWAM Enterprises and TWAM’s venues

**Essential criteria**

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| A commitment to the aims and objectives of TWAM, and a proactive interest and enthusiasm in shaping and advising on the future of TWAM Enterprises. |
| Strong commercial and financial management experience drawn from a professional background including strategic leadership / gravitas |
| An ability to support and encourage the Trading team in their roles, whilst providing constructive challenge and acting as a critical friend as required. |
| An understanding and acceptance of legal duties, responsibilities and liabilities of directorship and the roles of boards,  |
| An ability to discharge non-executive responsibilities (such as audit, governance and risk management skills) whether through charitable/voluntary or business experience. |
| An ability to work effectively as a member of a team while contributing an independent perspective. |
| A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. |
| Strong communication skills and the ability to analyse and interpret information. |
| Chairing skills and experience: ability to organise, coordinate and follow through on key decisions; manage competing or differing views, and positively challenge to achieve the desired outcome. |
| Problem solving skills; ability to identify issues and areas of risk, and lead members of the Board to effective resolution and decision |
| Working at a senior / influential level with multiple stakeholders and career track record of entrepreneurial achievement in an business focused and commercial environment |
| Extensive inter-personal and relationship building including undertaking an ambassadorial role for an organisation or initiative |
| Able and willing to devote the necessary time to the role |

**Minimum time commitment**

The TWAM Enterprises Board will meet a minimum of 4 times per year. Where appropriate additional meetings will be called to address specific issues outside of the expected schedule, although these meetings will be called under exceptional circumstances.

The Chair is expected to meet with the Enterprise Manager and TWAM Director at least every month.

There will also be a meeting between the Chairs of TWAM Enterprises, TWAM Strategic Board and TWAM Development Trust at least once a year.

The Chair will be expected to devote adequate time to preparation for Board and management meetings and appropriate research and planning.

**Remuneration**

There is no remuneration for this post but reasonable expenses for travel will be paid.

**Terms**

The Chair will serve a three-year term to be eligible for re-appointment for two additional terms.

**Application process**

In order to apply for this role please email a current CV and letter of application (max. 2 sides A4) stating why you are interested in this role and what you would bring to it to **iain.watson@twmuseums.org.uk** to arrive by **5pm Monday 12th February**.