

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 five local authorities of the area and Newcastle University.

TWAM is also a Major Partner Museum funded by Arts Council England (ACE). We were successful in an application to become a National Portfolio Organisation (NPO) from April 2018. In 2017-18 our annual turnover was £10.9m.

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.

We hold collections of international importance in archives, art, science and technology, archaeology, military and social history, fashion and natural sciences.

Governance

Tyne & Wear Archives & Museums is governed by a Strategic Board which comprises between 6 and 11 members. Each Council in Tyneside provides one member from amongst its elected members, Newcastle University appoints one member, each year two different councils appoint one additional member each and there are up to four additional members who are independent appointments.

The Chair of the Strategic Board, appointed for a 3 year term in August 2017 is Baroness Joyce Quin.

TWAM has also established an Audit Committee which is separate from the Strategic Board. It includes an independent chair and vice-chair. The Audit Committee provides an essential challenge, monitoring and scrutiny role in relation to governance and internal control issues, helping to provide assurance and the early identification and resolution of weaknesses in arrangements.

In addition, two further entities make up the 'TWAM Group':

The TWAM Development Trust is an independent charity which is responsible for fundraising on behalf of TWAM.

TWAM Enterprises Ltd is a trading company which undertakes commercial and enterprise activity to increase self-generated income for TWAM.

TWAM Governance Structure



Purpose of the Strategic Board

The purpose of the Board is to provide scrutiny and leadership, democratic accountability, and enterprise support and challenge. All members of the Strategic Board should act within a 'Nolan' type framework, representing the best interests of TWAM and no outside interest.

More specifically, the Strategic Board is responsible for:

- a. developing a strategic focus to drive growth;
- b. providing scrutiny and leadership, democratic accountability, and enterprise support and challenge to TWAM and its executive team;
- c. overseeing the overall governance and strategic leadership of TWAM in accordance with TWAM's mission and objectives;
- d. ensuring TWAM's continuing financial viability and long term sustainability including by supporting TWAM to take advantage of new opportunities (notably in relation to generating income from commercial and philanthropic sources);
- e. ensuring TWAM is making effective use of its assets, services and resources to support its museum and archive activities;

- f. ensuring TWAM is delivering against Constituent Council and University priorities; and
- g. ensuring TWAM is recognising the diversity and meeting the needs of its users and communities.

It should be noted that this is not a Trustee/Director role but a strategic/advisory role. Some decisions of the Strategic Board, which amount to the discharge of a statutory function, are known as 'Reserved Matters'. Only elected councillor members of the Strategic Board, will be entitled to vote on such matters.

Role description

1. The members of the Strategic Board are jointly responsible for carrying out the following functions:
 - a. approving the Strategic / Corporate Plan for TWAM;
 - b. approving TWAM policies
 - c. monitoring and reviewing the work of TWAM;
 - d. determining the budget and staffing of TWAM;
 - e. commenting on matters affecting museums, archives and records regionally, nationally and internationally insofar as they affect TWAM;
 - f. providing practical support and challenge to TWAM's senior management team;
 - g. ensuring effective working relationships with TWAM's key stakeholders / partners including TWAM Enterprises Limited and TWAM Development Trust and with its funders, including Arts Council England;
 - h. contributing actively to formulating and regularly reviewing the strategic aims of the organisation by agreeing the Business Plan and evaluating performance against agreed targets.
 - i.

Skills and experience

We are seeking an independent Board member who has an interest in and enthusiasm for museums and archives in the North East and is committed to the contribution they can deliver to making a difference in people's lives. We actively want to ensure that our Board is as diverse as possible and representative of the population of the North East and would really welcome applications from all sectors of the community.

It is essential that candidates have:

- A capacity for strategic thought and objective decision-making.
- Strong interpersonal and relationship-building skills
- Strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders
- Analytical skills including the ability to weigh / sort complex evidence and reach rational conclusions, incorporating appropriate advice
- A strong passion and commitment to the mission of TWAM

We welcome applications from any skilled professional with expert knowledge in their field but we are particularly interested in hearing from applicants who can help develop TWAM’s financial resilience and support us in our challenges of increasing income from traded and philanthropic sources and have one or more of the following areas of experience:

- Hospitality, Conferencing & events
- Property
- Retail and commercial
- Digital
- Business development and finance

Most importantly as a prospective member of our Strategic Board you will have an absolute commitment to delivering fantastic museum and archive services which not only reach but engage all the people and communities of the North East and encourage them to help shape museum and archive services to meet their needs.

Person Specification

Experience	
Entrepreneurial track record recognised in their field of business	Essential
Working at a senior / influential level with multiple stakeholders	Essential
Working to high standard of behaviour, demonstrating honesty, probity and the highest level of integrity in conduct.	Essential
Senior responsibility for decision making – independently and collaboratively - in challenging situations	Essential
Skills	
Strong networking capabilities within and across sectors	Essential
A good communicator with excellent interpersonal skills	Essential

Analytical skills including the ability to weigh / sort complex evidence and reach rational conclusions, incorporating appropriate advice	
Ability to be objective, independent and impartial	Essential
Knowledge	
Financial management expertise multi £m	Essential
Resource management – understanding delivering services	Essential
Knowledge / experience of risk management, performance management and corporate governance and controls	Essential
Knowledge within a particular area of relevance to TWAM e.g. commercial, retail, property marketing and communications, fundraising	Desirable
Other	
Demonstrate a strong passion and commitment to the mission of TWAM	Essential
Able and willing to devote the necessary time to the role	Essential

Diversity

TWAM is committed to working with as wide a range of people in the north east and beyond as possible. We believe that in order to be able to ensure that our activity and our audiences are as diverse as they can be we need a diverse board. We will seek to ensure diversity on the board and welcome applications from all.

Minimum Time Commitment

The Board will meet at least 4 times per year. In addition members will be expected to contribute to ad hoc working groups and to support TWAM based on using their own specific skills and knowledge.

Remuneration

These posts are not remunerated but reasonable expenses for travel will be paid.

Application Process

Please apply for this post by sending a CV and 2 page covering letter to glenn.asher-gordon@twmuseums.org.uk by Tuesday 12 March 2019.

Please note: Interviews are scheduled to take place week commencing Monday 1 April 2019.

If you would like an informal discussion with the Director of TWAM, Iain Watson, please contact iain.watson@twmuseums.org.uk Tel: (0191) 2772276.