**About the TWAM Development Trust**

In 1996, TWAM established a charitable trust to help raise funds from charitable sources. Historically, most of the Trust’s income has been in the form of grants from trusts or foundations however in recent years the Trust’s name and charity number has been promoted more widely to solicit donations from the public.

Following an audit of TWAM’s fundraising potential, the role of the Trust was reviewed, and it was decided that the trustees should take a more active role in fundraising, particularly with major donors. In 2010, TWAM’s Joint Committee agreed to change the legal structure of the Trust to a company limited by guarantee and to create a new independent board of trustees.

The new charitable company will have a crucial role to play in helping TWAM achieve its long term goal of building a world class archive and museum service that is innovative, imaginative, creative, totally inclusive, secure and sustainable.

The Trust's objectives are:

1. To advance the education of the public (particularly, but not limited to those within, the metropolitan county of Tyne & Wear) by encouraging them to participate in and contribute to the activities of an archive and museum service managed by TWAM and to value it for the positive impact that it makes upon their lives.
2. To advance art, culture, heritage and science by supporting TWAM to establish and maintain a world class archive and museum service that is accessible and enlightening.
3. To contribute to the advancement of civic responsibility and good citizenship by supporting TWAM to help to equip people with the capacity to understand and operate successfully in society; and
4. Such other charitable purpose beneficial to the community consistent with the Objects above as the trustees shall in their absolute discretion determine.

**Purpose of the Board**

* To work independently and collaboratively with TWAM’s Strategic Board and Trading Company to ensure TWAM’s continuing financial viability and long term sustainability
* Ensuring the Trust uses its resources exclusively in pursuance of its objectives and for the benefit of TWAM
* Ensuring the Trust’s funds are invested in TWAM’s services appropriately and in compliance with all relevant grant / investment terms and conditions
* Ensuring that any fundraising activity carried out by, or on behalf of the Trust is properly undertaken, and that funds collected are properly accounted for
* Providing support to TWAM’s staff in relation to fundraising and income generation activity

Board members must act within the Nolan Principles which underpin public life:

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| --- | --- |
| **Selflessness** | take decisions solely based on the mission, strategic objectives and values of TWAM |
| **Integrity** | not to be compromised by individuals or outside organisations |
| **Objectivity** | remain impartial and ensure choices are made on merit alone |
| **Accountability** | be responsible for their decisions and actions |
| **Openness** | give reasons for their decisions and actions |
| **Honesty** | declare any private interests |
| **Leadership** | promote and support these principles by leadership and example |

**The Role of Chair**

The Chair is responsible for ensuring the Board delivers its obligations through:

Strategic Leadership

* Developing and providing leadership
* Ensuring the Trust’s compliance with its governing documents, charity law, company law and any other relevant legislation and regulations
* Ensuring all Board members are fully engaged and that decisions are taken in the best long-term interests of TWAM
* Liaising with the Chairs of the Strategic Board and TWAM’s Trading Company Board to ensure effective strategic and practical partnership working across TWAM’s governance structure
* Acting as an ambassador and spokesperson for TWAM where appropriate

Governance

* Chairing the meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision making process
* Working closely with the Director and other relevant staff of TWAM to ensure that meetings are well planned, that agendas cover the necessary areas for consideration and that discussions are supported by appropriate and informative papers and reports
* Ensuring all Trustees understand their roles and responsibilities
* Reviewing membership of the Board to ensure it incorporates the right balance of skills, knowledge and experience required to deliver its role

Management

* Working closely with the Director and other relevant staff from TWAM to explore approaches to and opportunities for the Trust’s Board to support TWAM in its fundraising and income generation activity
* Ensuring the Trust plans strategically for the long term benefit and sustainability of TWAM

**Person Specification**

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| --- | --- | --- |
| **Experience** |  |  |
| High level of personal credibility and leadership | | Essential |
| Strong understanding and extensive experience of results focused performance | | 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 |
| **Skills** |  |  |
| Chairing skills: ability to organise, coordinate and follow through on key decisions; manage competing or differing views, and positively challenge to achieve the desired outcome. | | Essential |
| Strong networking skills with well-established links to networks which are beneficial to the aims of TWAM Development Trust | | Essential |
| Strong interpersonal skills with exceptional tact and diplomacy and capable of effective conflict resolution experience | | Essential |
| Assertive clear thinking and able to negotiate | | Essential |
| Strong strategic awareness and ability to identify new income opportunities and ‘open doors’ | | Essential |
| Excellent communication skills, and able to represent the Trust effectively in the public arena | | Essential |
| Ability to be objective, independent and impartial | | Essential |
| **Knowledge** |  |  |
| A strong understanding of the principles of fundraising and a readiness and ability to play a leading role in fundraising and income generation | | Essential |
| Knowledge of the North East’s cultural, public, political and business infrastructure with an ability to command respect amongst regional stakeholders and national decision makers in the public and private sectors | | Essential |
| Risk management, performance management and corporate governance and controls | | Essential |
| Knowledge of the major functions of TWAM and / or similar public sector funded cultural service providers | | Desirable |
| **Other** |  |  |
| Demonstrate a strong passion and commitment to the vision and objectives of TWAM | | Essential |
| Able and willing to devote the necessary time to the role  Commitment to public sector delivery of cultural services | | Essential  Essential |

**Minimum time commitment**

The Board will meet a minimum of four time per year with each meeting lasting approximately two hours. 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 will be expected to devote adequate time to preparation for Board and management meetings and appropriate research and planning.

**Diversity**

The TWAM Development Trust 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.

**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 **Friday 27th October.**

Please be advised interviews for this position are scheduled to take place **Monday 20th November.**

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