**TWAM Enterprises**

TWAM Enterprises is the newly established Trading Company which operates commercial services for Tyne & Wear Archives & Museums. TWAM Enterprises is a company limited by shares and the shareholders are: Gateshead Council, Newcastle City Council, Newcastle University, North Tyneside Council and South Tyneside Council. Governance is provided by a Board of Directors and there are currently four directors in post. The Chair of the Board is Geoff Hodgson.

**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) and, from April 2018, will be an ACE National Portfolio Organisation (NPO).

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.

**Purpose of the Trading Company**

The Trading Company, TWAM Enterprises, 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. In the first instance it will assume responsibility for activity currently delivered through TWAM’s trading team including the retail operation, venue hire and catering. It will be wholly owned by the five ‘partners’, Newcastle University and the 4 Tyneside local authorities, who will be the members of the company and appoint the board.

The profits from TWAM Enterprises will be gifted to the TWAM Development Trust (TWAMDT). The Trust will utilise this funding to support TWAM, in line with its charitable purpose.

**The Role of Non-Executive Director of TWAM Enterprises**

The main purpose of the role of the non-executive director is to:

1. To provide independent leadership and strategic vision.

2. To ensure that TWAM Enterprises maximises opportunities for commercial development, that it Trades efficiently and maximises profit

3. To ensure the Board has an independent objective and authoritative identity.

Key Responsibilities:

Attend Board meetings 4 times per year and any extraordinary meetings as required in an effective and professional manner

To work with the Chair, other Directors and Shareholders on strategic and business plans of TWAM Enterprises

To ensure TWAM Enterprises establishes key objectives to deliver the agreed plans, identifies and assesses the risk of achieving them and regularly monitors performance to ensure appropriate corrective action can be taken, if necessary, in a timely manner;

To ensure the TWAM Enterprises remains financially sustainable;

To use professional and personal knowledge, experience and relationships constructively to inform and challenge TWAM Enterprises strategies and plans;

To represent TWAM Enterprises with national, regional or local bodies or individuals, to enhance the position of the Company

To ensure TWAM Enterprises complies with all relevant laws, regulation and guidance, and maintains high standards of corporate governance;

To ensure that robust and comprehensive controls and information systems are in place to provide reliable and timely information to the Board.

It is the responsibility of non-executive director to support the Board ensuring that it:

* Fulfils all the duties of a Board of Directors in accordance with all relevant legislation
* Has oversight of: operational safety, risk management, financial management, and business plan delivery
* Pursues vigorously the trading policies
* Reviews the budget and business plan for each year’s trading
* Monitors and controls TWAM Enterprise’s use of working capital
* Controls the expenditure of TWAM Enterprises to ensure that it is all strictly necessary for the continuance and development of the business
* Trades efficiently and maximises profit
* 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

**Person specification**

**We are looking for directors with the following skills and experience:**

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| * Retail sales, management and development experience at a senior level and/or
* Commercial marketing and online development experience at a senior level
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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 experience  |
| Financial management in a commercial context |
| An ability to support and encourage the Trading team in their roles, whilst constructively challenging their advice and decisions, and act as a critical friend as required. |
| An understanding and acceptance of legal duties, responsibilities and liabilities of directorship and the roles of boards,  |
| Able and willing to spend time on Board meetings, including preparation, attendance and follow up as necessary; |
| 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. |
| Able and willing to devote the necessary time to the role |
| Commitment to abide by the company’s policies, including those on confidentiality, health and safety, equal opportunities and safeguarding.  |

**Minimum time commitment**

The TWAM Enterprises Board will meet a minimum of 4 time per year with each meeting lasting approximately 2 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 non-executive director 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**

TWAM Enterprises board members 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 **Friday 6th July 2018.**