

Tyne & Wear Archives & Museums



Our 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.

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About us

Tyne & Wear Archives & Museums' Strategic Board is looking to appoint a new Director to work with the Board and Leadership team to build on TWAM's successes and to take the service forward. Like every organisation in the country TWAM has had an extraordinarily challenging year. Following the retirement of the present Director, Iain Watson, at the end of March 2021, the new Director will need to lead and develop new plans to steer TWAM through a period of great uncertainty and social change. In particular the new Director will respond to change work undertaken in TWAM during lockdown and will prepare the application to Arts Council for the next round of National Portfolio Organisation funding which is expected to be announced in late 2021. Subject to a successful application the Director will implement this plan from April 2023.

A key part of the role is working with the 5 client organisations for which TWAM manages services: Gateshead Council, Newcastle City Council, North Tyneside Council, South Tyneside Council and Newcastle University. Newcastle City Council acts as the Lead Authority, and all TWAM employees are employees of the Council.

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.

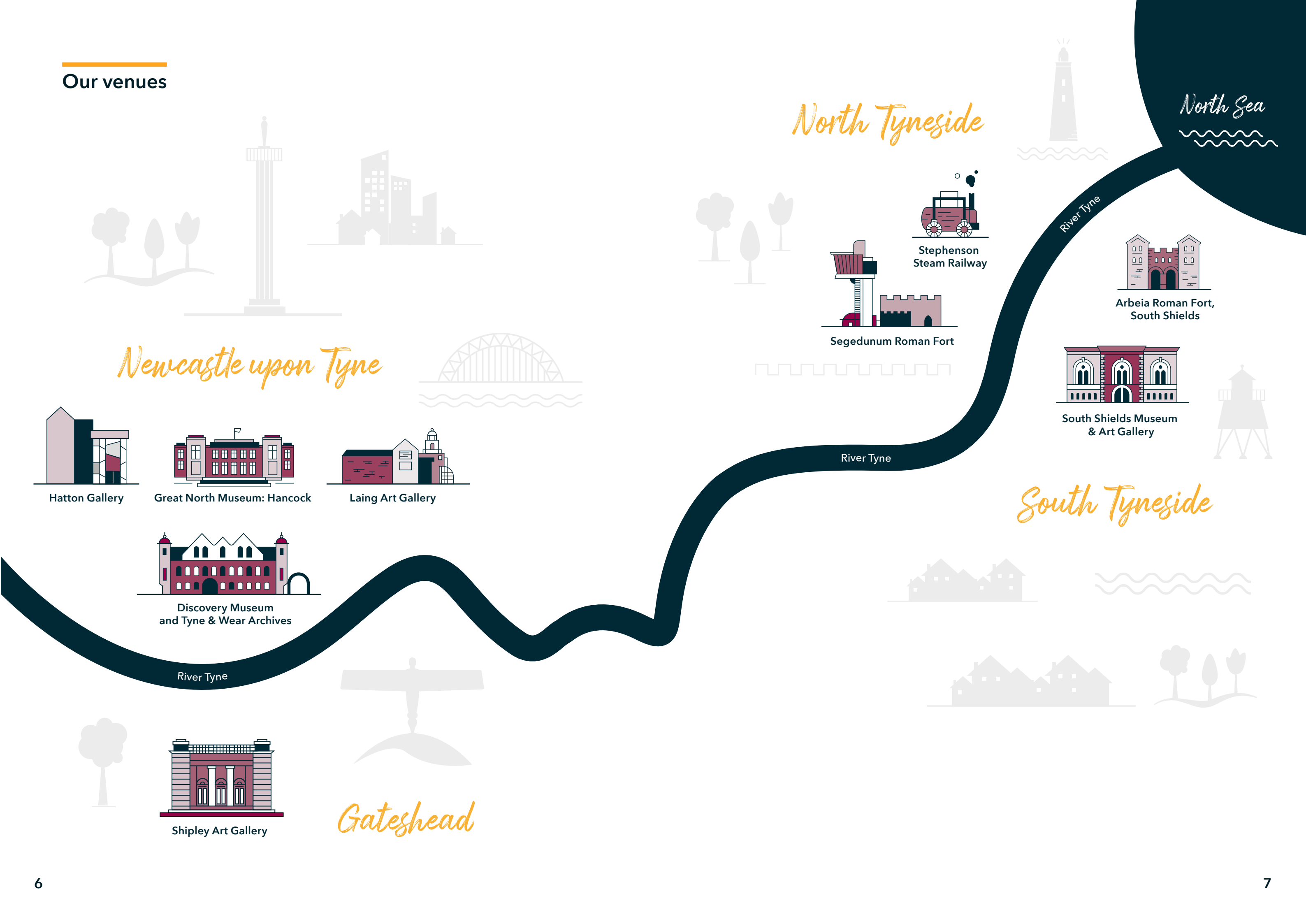
We are supported by the four local authorities in Tyneside and Newcastle University. TWAM is also a National Portfolio Organisation funded by Arts Council England.

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

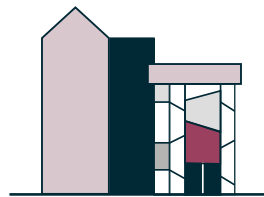
TWAM also manages Culture Bridge North East - it is one of 10 Bridge organisations across the UK using their experience and expertise to connect children and young people with art and culture.

TWAM delivers the Museum Development programme for the North East - a comprehensive and collaborative response to the needs of museums in the North East and the communities they serve. As a result, TWAM supports a total of 55 museums operating in the North East.

Our venues



Newcastle upon Tyne



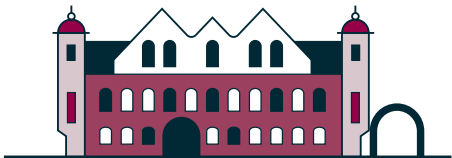
Hatton Gallery



Great North Museum: Hancock



Laing Art Gallery



Discovery Museum
and Tyne & Wear Archives



Shipley Art Gallery

Gateshead

North Tyneside



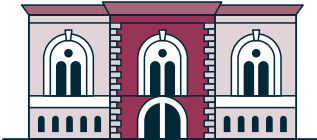
Segedunum Roman Fort



Stephenson
Steam Railway



Arbeia Roman Fort,
South Shields



South Shields Museum
& Art Gallery

South Tyneside

In 2019-20 we achieved...

858,393

visits to our website

22,896

people signed up to our Must-see Museums membership scheme, up 10%

£83,123

income from facilitated learning visits

28,320

children, young people, teachers and adults used 339 of our collection loans boxes

22,231

volunteer hours from 359 volunteers

£18,000

in contactless donations

31,386

visits to The Late Shows - Newcastle Gateshead's annual culture crawl co-ordinated by TWAM

133,106

children and young people took part in activities and visits across our venues

£150,897

in donations income

187,123

followers on social media, up 11%

£545,000

in retail sales, including 729 Dippy soft toys

3,334

physical items digitised (reels, cassettes, mini discs, CDs) and 5,622 recordings fully catalogued as part of the Unlocking our Sound Heritage project.

1,258,722

visits to our venues

OVER 6,500

engagements through our adult community engagement programmes including 350 creative sessions co-designed with community and healthcare professionals and participants



People

TWAM works for local communities, visitors to the area and a wide online audience. We have worked hard to create agency for our users and to build a resilient and sustainable organisation, anchored in the North East of England but truly part of a national and international community.

We have a loyal local audience – 83% of our visitors are from North East England and of those, 65% are from Tyne and Wear. We are popular with families – 50% visit with children and we attract audiences from all economic backgrounds – 32% are from socioeconomic groups C2DE. Visitor satisfaction levels are high – 98% rate their visit as good or very good and 61% are repeat visits.

We aim to engage the broadest possible audience and we deliver targeted programming for audiences who do not traditionally engage with museums. In 2019-20 we worked with women in the criminal justice system, older people, armed forces veterans, people with autism spectrum conditions, Tyneside's Asian community, asylum seekers and refugees, disabled people and people from disadvantaged socio-economic backgrounds.

We have an extensive learning programme for children and young people, including facilitated school workshops and family activities. In 2019-20 133,106 children and young people took part in activities at our venues.

Collections

We care for our region's heritage – more than 1.1 million individual items. Shaped by our natural, industrial and social landscape, our collections are firmly rooted in our locality, yet nationally and internationally important. Together, our venue collections include archives, art, archaeology, military and social history, maritime history, science and technology, natural sciences and ethnography.

We are committed to ensuring that diverse voices influence our programming and collections development and that has been a strong theme of recent work and future plans. We have also seen rapid developments in our digital engagement plans, accelerated by the Covid19 pandemic.

Partnerships

As an organisation forged on partnerships, collaborative working is in our DNA. On a regional level we work closely with our cultural colleagues, local authorities, universities, community groups and local businesses. We also lead the Museum Development programme and Culture Bridge North East providing support to smaller museums, and connecting schools and cultural organisations. At a national level we work with national museums as part of the National Museum Directors Council (NMDC), liaise closely with the Civic Museums Network and have roles on numerous subject specialist networks. Internationally, we work with the British Council to deliver training, our experts speak at conferences across the world and we have live projects with China and Brazil.

Organisational overview

Strategic Board

Policy and decision making is undertaken by the Strategic Board, comprising of 11 members made up of elected local authority members, a nominee from Newcastle University and independent appointments, with an independent Chair, Rt Hon Baroness Joyce Quin.

The Tyne & Wear Archives & Museums Development Trust (TWAMDT)

TWAMDT was established on 1 December 2010 and is a registered charity which raises funds to support TWAM activities.

TWAM Enterprises Ltd

Established on 1 May 2018 to capitalise on retail operation, venue hire and catering with all profits donated to TWAMDT. The company limited by shares is wholly owned by the five 'partners'; Gateshead Council, Newcastle City Council, North Tyneside Council, South Tyneside Council and the Newcastle University.

As the Director of TWAM, the postholder is required to be a Director of Exhibitions by TWAM Ltd and TWAM Enterprises Ltd, the post holder must not be disqualified from being a director.

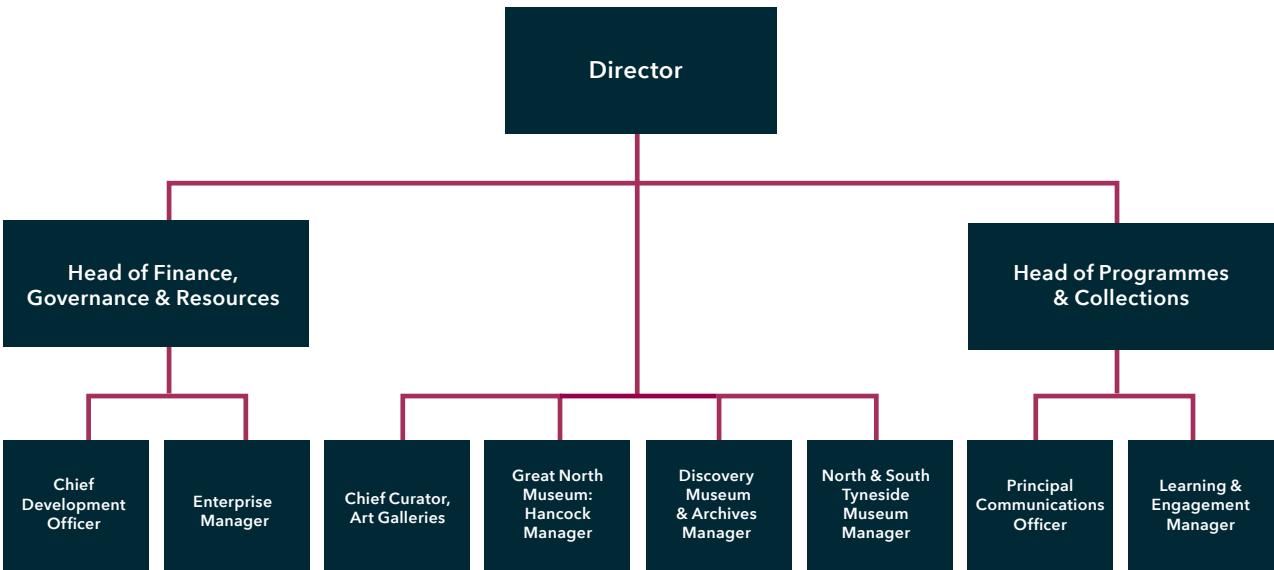
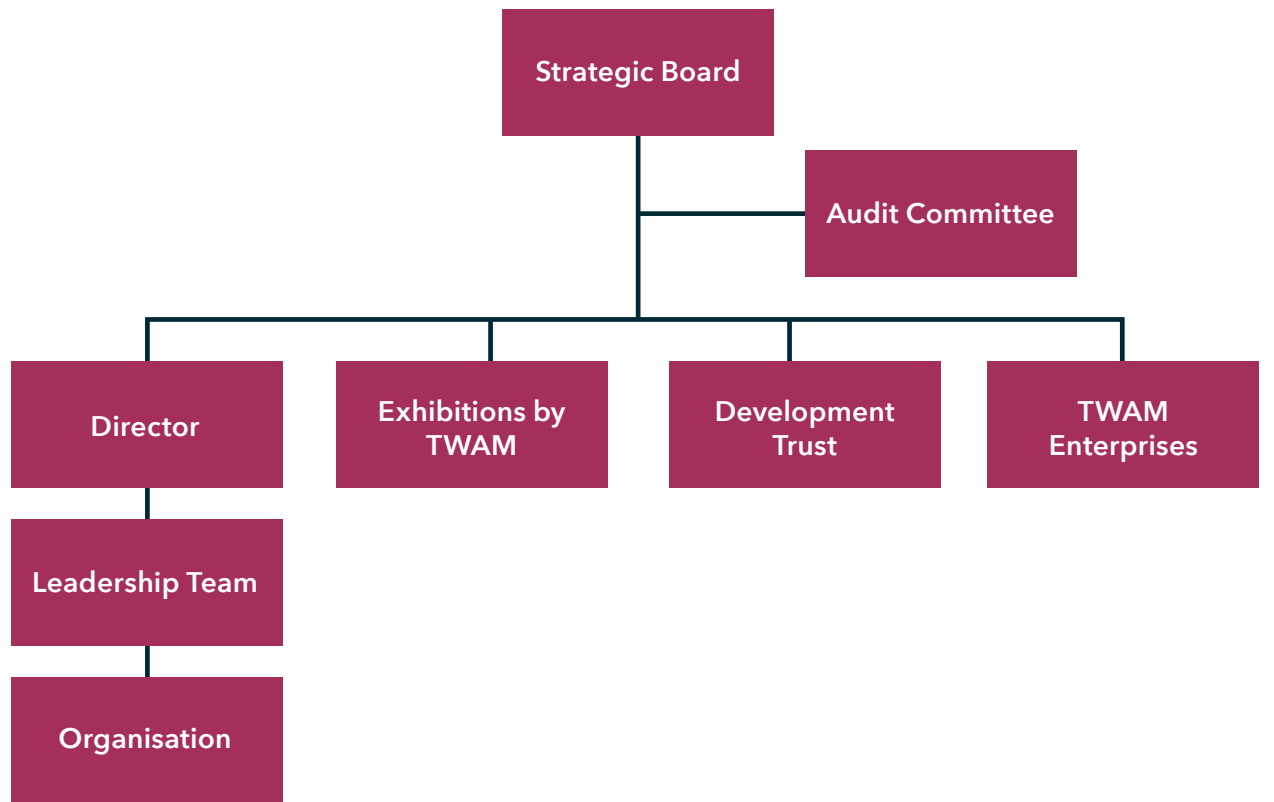
Audit Committee

The Audit Committee includes an independent chair and vice-chair to challenge, monitor and scrutinise in relation to governance and internal control issues.

Business Plan

The current Business Plan sets out our activities and priorities for the period 2018-22. The Covid 19 pandemic changed our business planning process and we are now developing the plan for 2021-23 which will go to the Strategic Board for sign off in March 2021.

Structure and governance



Job Description

Post Title: Director of TWAM
Grade: SM5
Responsible to: TWAM Strategic Board & Director of City Futures on behalf of NCC as lead authority
Responsible for: Staff of TWAM

Job Dimension

To be responsible for the leadership of TWAM, its people, collections and budgets in order to achieve its strategic objectives and serve its local communities.

Job Purpose:

- To be part of a cooperative and collaborative leadership team that assumes responsibility for budget delivery, people, and performance management as well as innovative business solutions.
- To support the Board in providing strategic leadership, vision and direction to those engaged in the provision of the service in line with the organisation's vision and priorities and to ensure these are translated into delivery and its values are embedded at all levels of the organisation.
- To be accountable for the service performance and operational standards through establishment of clear business goals, ensuring it is delivering value for money services in response to the Board's priorities and desired outcomes.

Principal Accountabilities

1. To contribute to meeting the Board's priorities by ensuring the delivery of quality, consistent and value for money services through effective service and business planning, budget and performance management.

2. To contribute to meeting organisational and financial objectives by leading and encouraging the innovation of service delivery methods and improvements through active engagement with Board members, councillors, staff, trade unions, visitors, communities, schools, partners, providers and businesses to improve outcomes.

3. To lead, develop and empower staff to support their personal achievement and contribution to the delivery of the organisation's objectives.

4. To be responsible for developing the service's managers and staff and clearly demonstrating that cooperative values, innovation, evidence based practice and learning from others is how the service does business.
5. To contribute to the development of effective partnerships locally, regionally, nationally and internationally to ensure the delivery of organisational priorities.

6. To be responsible for leading cross organisational projects which exemplify innovation, cooperative working and a strong focus on accountability to deliver new ways of working that reduce costs.

7. To be responsible for the statutory functions of the service.

8. To represent the Board as may be required.

9. To carry out specific corporate roles and assignments and such other duties as appropriate in the role.

10. To promote and implement the organisation's Equality Policy in all aspects of employment and service delivery.

Person specification

Part A
The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage:

Essential

1. A sustained track record of effective leadership at a senior level, with experience of driving transformational change and continuous improvement across organisations.
2. A proven track record of achievement in facilitating and supporting community participation and social inclusion.
3. Evidence of success in developing constructive relationships with a range of external partners and agencies to deliver sustainable service improvement.
4. Experience of strong financial management including accounting for complex budgets and financial and risk management.
5. Evidence of successful major revenue and capital project management along with a track record of securing funding and investment.
6. Relevant degree or professional qualification /membership or equivalent experience.

Desirable

7. Experience in a senior-level role within the cultural and heritage or charitable sectors, or for visitor attractions.
8. Knowledge of Local Government Frameworks and Infrastructures.

Part B
The following criteria will be explored at the selection process & interview stage:

Skills, knowledge and aptitude

Essential

1. Excellent leadership and people management skills with the ability to engage and inspire and engender a culture of collaboration.
2. An understanding of the issues relevant to the management of museums and archives and collections of international significance.
3. Excellent written, oral communication and presentation skills.
4. Understanding of and commitment to the role of museums and archives in changing lives.
5. Able to build and sustain regional, national and international relationships.
6. Ability to act as a champion for TWAM and to lead fundraising, development and communications activities.
7. Able to demonstrate strong personal and professional commitment to equalities, diversity and inclusion.

Desirable

8. Knowledge of regional, political and cultural structures.
9. Knowledge of International and National Museums Sectors.

Special Requirements

1. The role requires some work in evenings and at weekends to meet the needs of the service.
2. The role also requires regular travel between TWAM sites and also regionally and nationally and occasionally internationally to other sector organisations.
3. As the Director of TWAM is required to be a Director of Exhibitions by TWAM Ltd and TWAM Enterprises Ltd the post holder must not be disqualified from being a director.
4. This is a Politically Restricted post as designated under the Local Government & Housing Act.

Working for us

Working in North East England offers an excellent quality of life; all TWAM staff are employed by Newcastle City Council, one of the region's largest employers and we offer excellent terms and conditions of employment and a range of benefits to staff.

Salary for Director at Tyne & Wear Archives & Museums

£88,626 - £94,024 pa.

Hours of work

37 hours per week. The postholder for this role will be required to attend evening and weekend events / meetings as appropriate.

Location

The post holder will have office space in Blandford House, NE1 4JA which is the home of Discovery Museum and Tyne and Wear Archives but also provides a base for the majority of our central support teams. Due to the nature of the role the postholder will have to travel regularly to our different venues and also to other cultural organisations and partners both regionally and nationally. Remote working in line with business needs is supported and the Director will need to be visible across all TWAM venues.

Pension Scheme

Staff are entitled to join the Local Government Pension Scheme. This offers an index linked retirement pension and the possibility of a tax free lump sum based on the career average earnings, together with ill health, redundancy and death benefits.

Health at work

Health of our staff is important to us. We offer a full occupational health service to employees and also offer a physiotherapy and vision screening service. In addition to this we have an Employee Assistance Programme offering a free 24 hour confidential helpline to all employees and their immediate family. TWAM also has an active Time to Change employee staff group who take action to support staff mental health.

Staff Travel Scheme

We offer our employees an interest free travel scheme for public transport where the cost of an annual pass for bus, metro or network travel is spread across the year. There are often significant reductions on price too.

Annual Leave entitlement

We offer a generous annual leave entitlement of 30 days plus 8 statutory bank holidays.

Learning and Development

We aim to ensure you have the skills and experience to carry out your duties effectively and make a full contribution to the overall success of the organisation.

Helping you go green

Staff can use pool cars for journeys on TWAM business. This means they can travel into work by public transport or bicycle and avoids adding mileage to their own vehicles. We also operate a Cycle to work scheme.

Give as you earn

Donations to charity can be made by deductions from salary.

Leave

In addition to maternity, adoption and paternity leave, we offer eligible staff maternity support leave, parental leave, and special leave. TWAM also supports staff to take up paid Volunteer Leave to allow us to contribute to our communities.

Trade Unions

We work closely with trade unions and encourage employees to belong to a recognised Trade Union.

Relocation Support through our Resettlement Scheme

For the right candidate we are able to offer relocation support for reimbursement of certain expenses reasonably incurred by new employees who find it necessary to move home solely as a result of obtaining employment with TWAM.

TWAM specific benefits

All TWAM staff receive a discount in our venue shops and cafes and you will also be eligible for discounts and special offers from some of our Newcastle Gateshead Cultural Venue partners.

Probationary Period

All of our posts have a 6 month probationary period.

Equality & Diversity

Both Newcastle City Council and TWAM recognises the positive value of diversity, promoting equality and challenging discrimination. We welcome and encourage job applications from people of all backgrounds and aim to be an organisation that reflects our audiences and communities.

We are a Disability Confident Employer and our commitment for LGBT equality and inclusion was demonstrated by Newcastle City Council being declared Stonewall's number one employer in 2020. We are also signed up to the North of Tyne Combined Authority 'Good Work Pledge.'

In 2020 TWAM made a public declaration to denounce racism in all its forms and we are working hard internally and externally to bring about change in this area. Our new Director will play a key role in supporting the continuation of this and other equality work.



The North East

The North East is a diverse and exciting place to live. For many, the North East is associated with its rich industrial past but cultural regeneration has changed the area significantly. Our major towns and cities are situated close to rolling hills and countryside or our stunning coastline.

The Visit North East England website includes lots of information about the area, our culture, historical attractions, World Heritage Sites and dramatic landscape and will give you a taste of what we have to offer. www.visitnortheastengland.com

TWAM is also a member of NewcastleGateshead Cultural Venues (NGCV). NGCV is a collaboration between 10 building-based cultural producers operating 20 venues across visual arts, performing arts, music, dance, film, writing and literature, heritage, archives and museums and science communication in North East England. In the role of Director you will work closely with these partners.

Recruitment Process & Next Steps

All applicants must complete and submit an application form through North East jobs.

www.northeastjobs.org.uk/job/Director_of_TWAM/202309

Interviews will take place in Newcastle in January 2021. Shortlisted candidates will be requested to submit a pre-recorded timed presentation on a set topic as part of the assessment process in addition to attending a panel interview with members of the TWAM Strategic Board and other relevant partners.

Subject to Covid restrictions at that time, we hope to conduct the interviews in-person.

Please advise if you have any problems with January availability in your application form.

If you require any assistance in completing your application or if you need this information in another format such as in Braille or in large print, please phone Employee Services on (0191) 211 5235 or email jobs@newcastle.gov.uk.

Closing date: Thursday 17 December 2020

If you would like an informal confidential chat regarding the position, please contact Iain Watson at iain.watson@twmuseums.org.uk

We wish you every success with your application.

TYNE & WEAR
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