

Candidate Information

Trustee of North East Museums Development Trust



**NORTH EAST
MUSEUMS**

Our mission is to welcome and connect people to the past, present and future of the North East through stories, shared spaces and experiences.

We will help people understand and act on local and global challenges:



Equality - we will provide a warm welcome to everyone, break down barriers caused by inequality and discrimination and share diverse stories.



Wellbeing - we will use our spaces and services to support people’s physical and mental health.



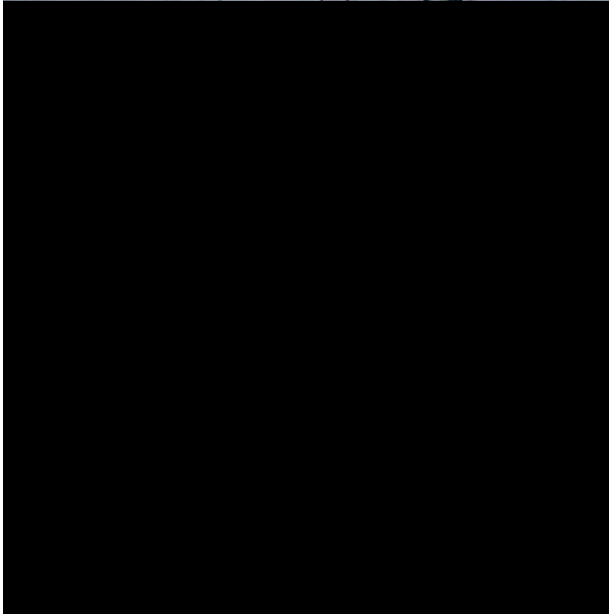
Social mobility - we will deliver learning experiences, volunteering opportunities and pathways for personal development for people of all ages and backgrounds.



Place - we will celebrate North East England, inspire local pride and use our resources to support research, innovation and economic regeneration.



Climate - we will raise awareness about the environment and encourage people to act for a sustainable future.



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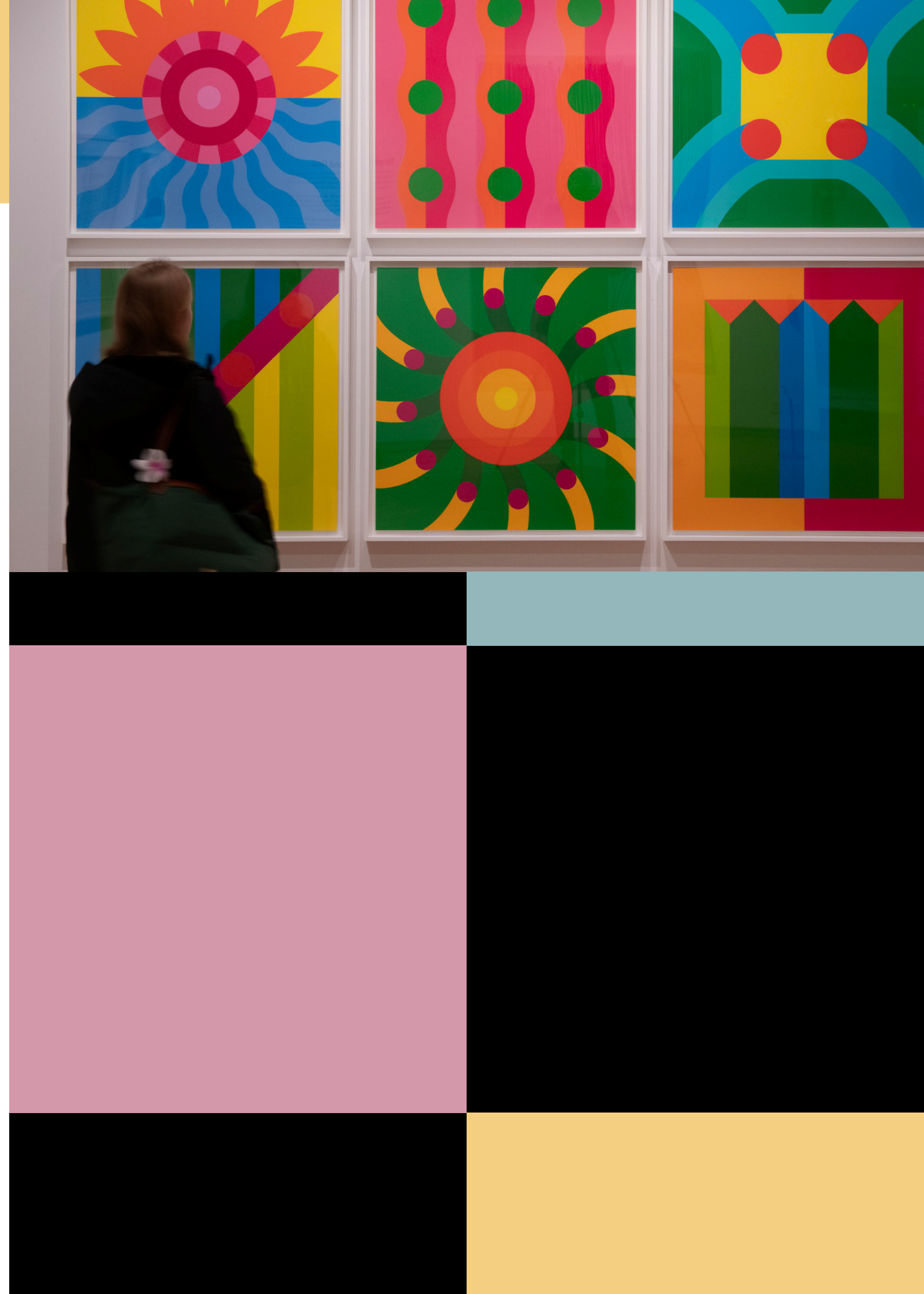
Trustee role specification

About North East Museums

North East Museums (NEM) is a major regional museum, art gallery and archives service. We manage a collection of twelve (soon to be thirteen) museums, galleries and heritage venues across North East England and the Archives for Tyne and Wear.

We are supported by five local authorities and Newcastle University and we are 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.



People

We believe everyone should have access to art, culture and heritage and we're committed to using our amazing museums and collections to support our communities and visitors.

We have a loyal regional audience – 79% of our visitors are from North East England and visitor satisfaction levels are high – 99% positively rate their visit and 67% are repeat visits.

We deliver targeted programming for audiences who do not traditionally engage with museums including socially isolated older people or those living with dementia, people in mental health recovery and people in addiction recovery. We are Museums of Sanctuary providing a safe and welcoming space for everyone and we have several programmes supporting refugees and asylum seekers.

We have an extensive learning programme for children and young people, including facilitated school workshops and family activities. In 2025-26 there were 151,378 engagements with children and young people through our learning programmes.

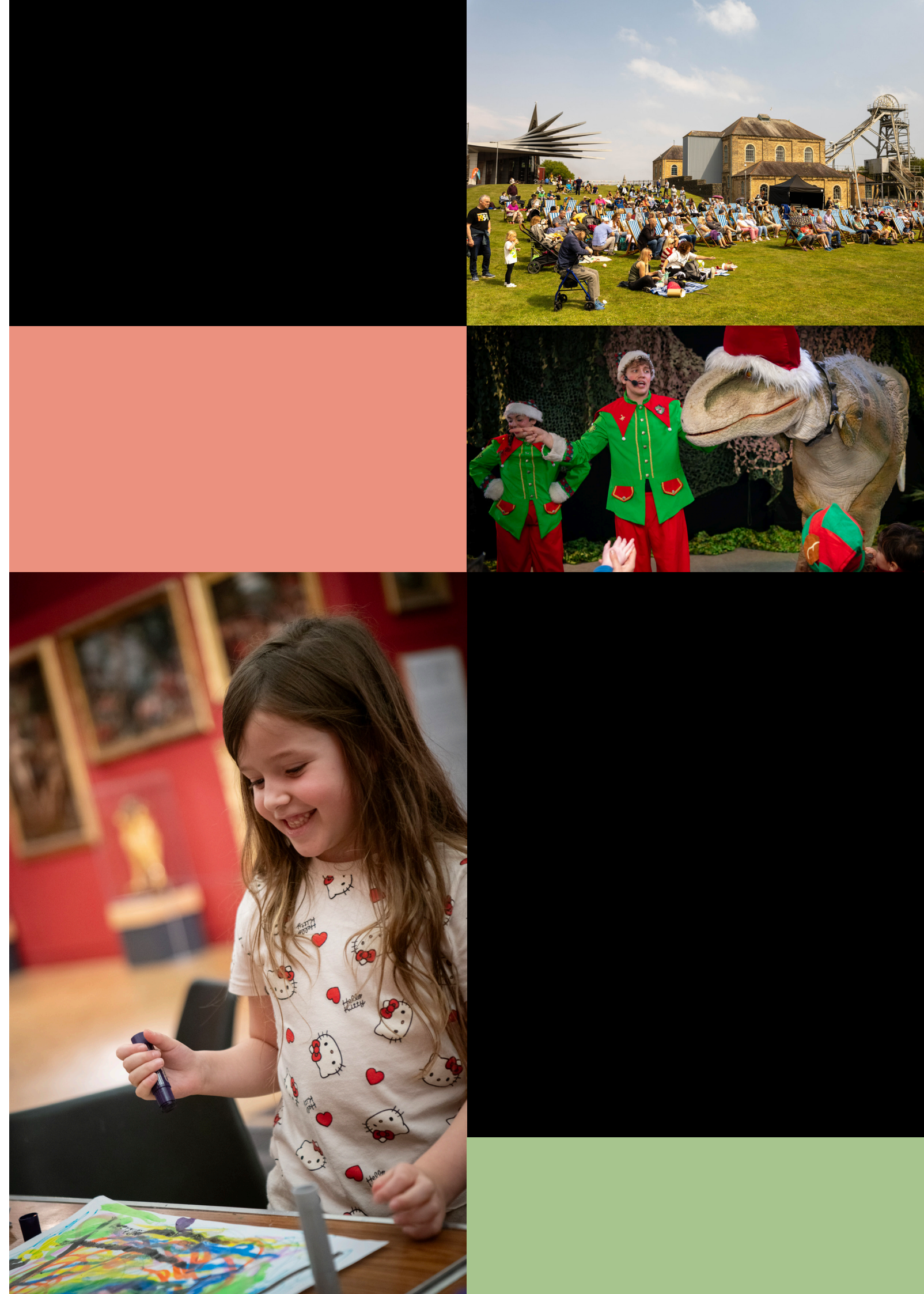
We also have a dedicated team of volunteers who deliver over 30,000 volunteer hours to support our work.

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, North East Mayoral Strategic Authority and local businesses.

At a national level we work with national museums as part of the National Museum Directors Council (NMDC), liaise closely with the English Civic Museums Network and have roles on numerous subject specialist networks.

Internationally, we are part of the British Museum International Training Programme and host curators from across the world. We are members of the international *Bridging the North Sea* network which is exploring the role of the North Sea as a highway in the Roman period and we are working with colleagues from Newcastle University on the *Wall to Wall* initiative, linking the Great Wall of China and Hadrian's Wall World Heritage Sites.

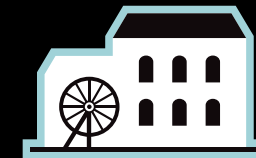


Our venues

We manage some of the most popular museums, galleries and heritage venues in North East England.



Morpeth Chantry
Bagpipe Museum



Woodhorn Museum



Northumberland



Hatton Gallery



Great North Museum: Hancock



Stephenson
Steam Railway



Segedunum Roman Fort



Discovery Museum
and Tyne & Wear Archives



Laing Art Gallery

North Tyneside



Newcastle upon Tyne

River Tyne



Northumberland



Hexham Old Gaol



Gateshead



South Shields Museum
& Art Gallery



Arbeia, South Shields
Roman Fort



Shipley Art Gallery



South Tyneside

In 2025-26 we achieved

32,836

volunteer hours
from 481
volunteers

780,081

visits to our venues



862,326

visits to our website



26,370

visits to **The Late Shows**
across 73 venues

151,378

engagements with children
and young people in our
learning programmes

9,410

engagements via our
community programmes



Organisational Overview

Strategic Board

Policy and decision making is undertaken by the Strategic Board. Membership is made up of elected local authority members, a nominee from Newcastle University and independent appointments, with an independent Chair, currently Sir Chris Mullin.

North East Museums Development Trust

The Trust was established on 1 December 2010 and is a registered charity which raises funds to support North East Museums activities and objectives.

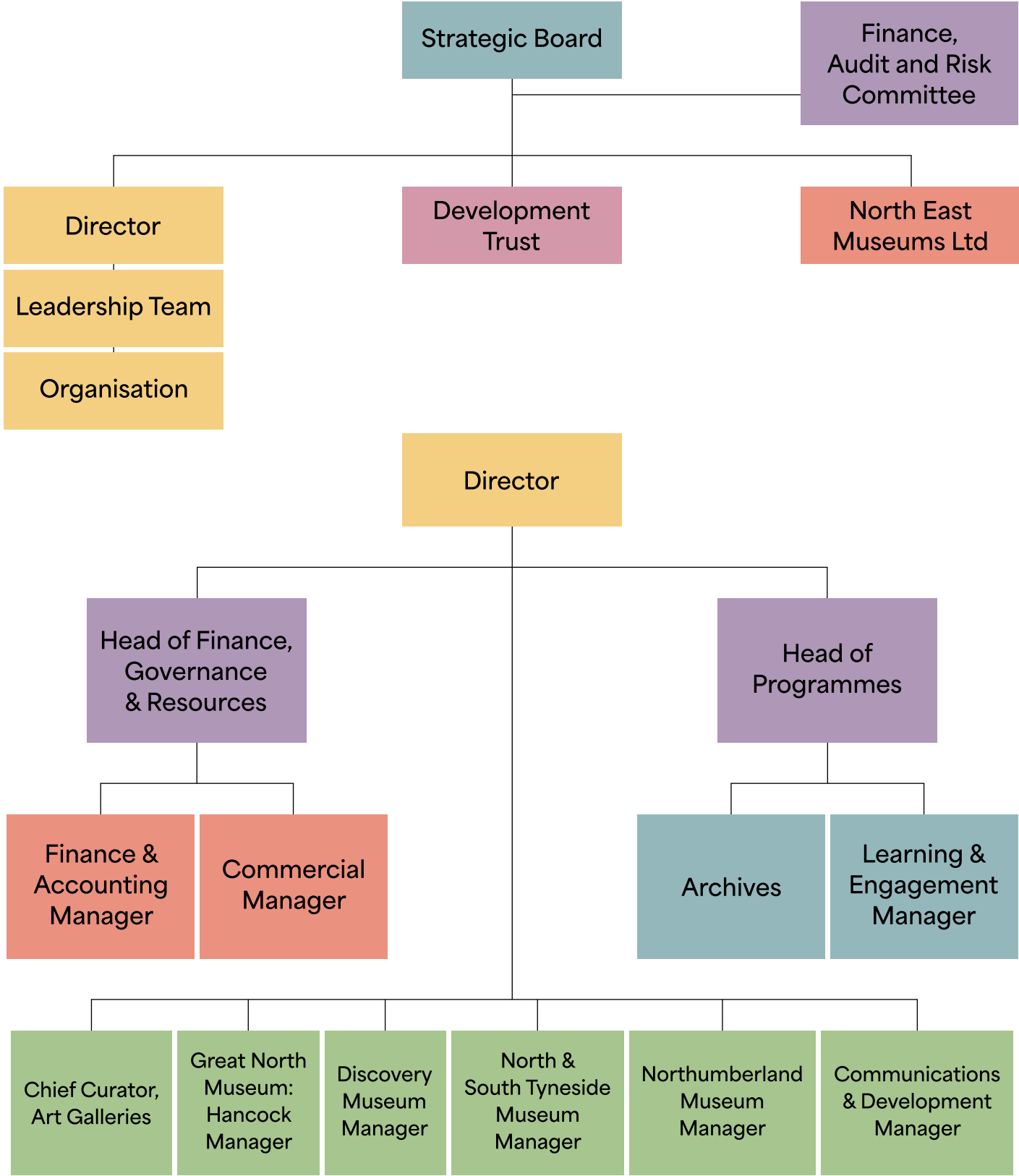
North East Museums Ltd

North East Museums Limited's purpose, as a trading company, is to enable North East Museums to capitalise on its commercial and exhibitions activity. This includes retail operations, venue hire and catering and satisfying the requirements of the Museums and Galleries Exhibition Tax Relief (MGETR) scheme.

Finance, Audit and Risk Committee

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

Structure and governance



North East Museums Development Trust

Purpose

- To work independently and collaboratively with North East Museums Strategic Board and trading company (North East Museums Limited) to ensure continuing financial viability and long-term sustainability
- Ensuring North East Museums Development Trust uses its resources exclusively in pursuance of its objectives and for the benefit of North East Museums
- Ensuring North East Museums Development Trust's funds are invested in North East Museums' 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 North East Museums is properly undertaken, and that funds collected are properly accounted for
- Providing support, where required, to North East Museums' internal Development Team in relation to fundraising and income generation activity

Trustee role specification

The Trustees of North East Museums Development Trust are responsible for ensuring the Trust delivers its obligations. The role is for a term of 4 years and is responsible for meeting the following key objectives:

Oversight

- Ensuring the Development Trust complies with its governing documents, charity law, company law and any other relevant legislation and regulations
- Ensuring all Development Trust decisions are taken in the best long-term interests of North East Museums
- Ensuring the Development Trust Board effectively deals with relevant matters associated with its purpose, objects, and remit

- Liaising with members of other North East Museums governance forums to ensure effective strategic and practical partnership working across North East Museums' governance structure
- Acting as an ambassador and spokesperson for North East Museums where appropriate

Governance

- Attending North East Museums Development Trust Board meetings to ensure effective and efficient decision-making, bringing impartiality and objectivity to the process
- Working closely with the Chair of the Board 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
- Supporting all Trustees of North East Museums Development Trust with their respective roles and responsibilities
- Discharging the requirements of a Trustee as set out by the Charities Commission

Management

- Working closely with the Director and other relevant staff from North East Museums to explore approaches to and opportunities for the Development Trust's Board members to support North East Museums in its fundraising and income generation activity
- Ensuring North East Museums Development Trust plans strategically for the long-term benefit and sustainability of North East Museums

Skills and experience

We are seeking an individual 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.

All Board members are expected to demonstrate:

- A love of art, culture and heritage and a commitment to North East Museums' strategic plan
- An understanding of the importance of income generation, to support the delivery North East Museums' objectives
- Excellent judgement, ability to contribute to Board discussions, good communication skills and be able to represent and advocate for North East Museums
- The ability to work collaboratively with other Board Members and key members of North East Museums staff
- A shared commitment to North East Museums' diversity and equality objectives

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 North East Museums' 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:

- Charity Fundraising
- Legal, governance, or compliance, ideally within charitable organisations
- Retail, hospitality, events
- Digital
- Business development and finance

We know that great candidates do not always tick every box. At North East Museums, we welcome applications from people with diverse backgrounds, experiences and perspectives. If you are interested in the role but are unsure whether you meet every requirement, you are welcome to reach out to us for an informal discussion before applying.

Most importantly as a prospective member of our governance structure 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.



Experience	
High level of personal credibility and leadership	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	
Participation skills: ability to contribute, positively challenge, and support decision making in order to achieve the desired outcome	Essential
An ability to work effectively as a member of a team while remaining objective, independent and impartial	Essential
Strong networking skills and ability to identify new income opportunities and ‘open doors’ which are beneficial to the aims of North East Museums Development Trust	Essential
Excellent communication skills, and able to represent North East Museums Development Trust effectively in the public arena	Essential
An ability to support and encourage the development team in their role, whilst constructively challenging their advice and decisions, and act as a critical friend as required	Essential
Strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders	Essential
Analytical skills including the ability to weigh / sort complex evidence and reach rational conclusions, incorporating appropriate advice	Essential
An ability to discharge non-executive responsibilities (such as audit, governance and risk management skills) whether through charitable/voluntary or business experience	Desirable

Knowledge	
Understanding of the principles of fundraising and income generation	Desirable
Financial management expertise in multi £m organisations	Desirable
Resource management and prioritisation - understanding the delivery of multi-disciplinary services	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 arena	Essential
Risk management, performance management and corporate governance and controls	Essential
Familiarity with the Code of Fundraising Practice	Desirable
Knowledge of the major functions of North East Museums and / or similar public sector funded cultural service providers	Desirable

Other	
Demonstrate a strong passion and commitment to the vision and objectives of North East Museums	Essential
Able and willing to spend time on Board meetings, including preparation, attendance and follow up as necessary	Essential
A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership	Essential
Commitment to abide by the company’s policies, including those on confidentiality, ethics, equal opportunities and safeguarding	Essential

Diversity

- North East Museums is committed to working with as wide a range of people in the North East and beyond as possible.
- We believe that we need diverse Board membership to ensure that our activity and our audiences are as diverse as they can be.
- We will seek to ensure diversity on our Boards by advertising and sharing these vacancies widely and not relying on word of mouth so we can try and reach communities not already represented on our Boards.
- We will also monitor and review the diversity of both our applicants and our Boards.
- We welcome and encourage applications from people of all backgrounds and with a range of skills and will provide appointed Board members with the necessary support to fulfil their role.
- We also seek to create an environment where divergent views are welcomed, and individuals feel confident sharing their ideas.
- We organise Board meetings so they are accessible and convenient for our members and will reimburse the reasonable cost of travel but also childcare, or care of other dependants (for example, an elderly parent) if needed to attend Board meetings.
- We strive to encourage inclusive decision making within a respectful environment so all Board members can fully participate and contribute working effectively with both each other and our executive team.

Minimum Time Commitment

The North East Museums Development Trust Board will meet a minimum of 4 times 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.

Trustees will be expected to devote adequate time to preparation for the Board, related meetings, and appropriate research and planning.

Remuneration

The post is not remunerated but reasonable expenses for travel will be paid.

Eligibility criteria

In order to be eligible for the role, you must not:

- Be under 16 years old
- Have an unspent conviction for an offence involving dishonesty or deception
- Be disqualified from being a company director
- Have previously been removed as a trustee by either the commission or the High Court due to misconduct or mismanagement
- Be currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or have an individual voluntary agreement (IVA) with creditors

Application process

Please apply for this post by sending a CV, 2 page covering letter and Diversity Monitoring Form to CorpGov@northeastmuseums.org.uk.

Please be advised interviews for this position are scheduled to take place w/c 9th November 2026.

If you would like an informal discussion about the role, have any questions, or require this information in another format such as in Braille or in large print, please contact us at above email address.



northeastmuseums.org.uk