

Job title:	Director of Partnerships and Engagement
Responsible to:	Executive Director
Responsible for:	Head of Marketing Engagement & Audiences, Development Manager, Bowes 2092 Project Manager
Salary:	£50,000
Hours of work:	37 hrs per week
Contract:	Permanent
Place of work:	The Bowes Museum

Benefits:

- We are happy to discuss flexible working and ways for our team to manage their home and working lives.
 - Twenty-five days of holidays in addition to bank holidays.
 - 5% employers pension contribution.
 - Discount in the museum's café and shop.
 - Free staff parking.
 - Employee Assistance Programme – providing a 24/7 free helpline.
 - Training and development opportunities.
 - Free entry for your immediate family to the museum.
 - Some mutual free entry arrangements with other partnership attractions.
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Director of Partnerships and Engagement Role Description and Person Specification:

Organisational Relationships

- Reporting to the Executive Director
- Line Manager to Head of Marketing Engagement & Audiences, Development Manager, Bowes 2092 Project Manager.
- Working alongside the Senior Leadership Team, Extended Management Team, museum staff including the Development team, Trustees, stakeholders, volunteers and the Friends of the Bowes Museum
- External networks, partners, and grant funders



This role is made possible with support from The National Lottery Heritage Fund.
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The Role

The museum has been awarded grant funding from the National Lottery Heritage Fund under its Resilient Heritage scheme to deliver 'Towards Bowes 2092', a project that aims to lay the groundwork for the Bowes 2092 project, which aims to secure a sustainable future for the organisations long-term. The aims of Bowes 2092 are:

1. Develop a Capital Investment Plan that enables TBM to take the first steps to realise the ambitions of the capital master plan.
2. Develop a new funding and investment model, identifying new opportunities for income generation across the site and efficiencies, with a strategic plan for implementation, including developing organisational capacity and delivery skills, partnerships, and engagement.
3. Create an Environmental Sustainability Strategy to increase organisational skills in sustainable technologies and practices.
4. Create a Technology and Digital plan to invest in infrastructure and increase organisational digital skills and confidence.
5. Invest in developing our workforce, staff, and volunteers to equip our teams with the capacity, skills, and confidence to deliver the strategic plans and ways of working to achieve our long-term and forward-looking vision for our organisation and broader communities.

The Bowes Museum seeks a new full-time Director of Partnerships and Engagement to help kickstart Bowes 2092 by implementing the two-year 'Towards Bowes 2092' Heritage-funded project. They will also lead our marketing and communications, development and fundraising activities and play a pivotal role as a member of the Senior Leadership Team.

To be successful in this role, you will have a strong track record in building and securing partnerships, high-level expertise in communications, project management, fundraising, industry knowledge in a charity business, strategic thinking, and leadership skills. You will also have strong staff management skills and be able to contribute effectively to the broader leadership and direction of the museum.

The post holder will oversee the two-year Towards Bowes 2092 project, supported by the Executive Director, COO, and other newly created roles (Towards Bowes 2092 Project Manager and Project Administrator) alongside other staff members. As a member of the senior leadership team, you will play a critical role in managing the museum and oversee the development and management of strategic partnerships and communications.



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Role Purpose

- To lead on the museum's 'Towards Bowes 2092' project, ensuring the museum delivers on its ambitions, fulfils its grantee obligations and always remains compliant. This includes providing suitable processes, monitoring and evaluation, working groups, and organisational systems that are robust and implemented.
- Report to the Executive Director, Board of Trustees, committees, funders, and stakeholders on project management.
- Oversee, develop and manage strategic partnerships, communications and engagement, development and fundraising.
- As part of the Senior Leadership Team, contribute to the strategic direction of The Bowes Museum, helping shape and deliver future ambition and securing a sustainable future for the museum's long-term vision.

The Person

You will bring senior leadership experience and be a seasoned project manager. With expertise in developing and managing strategic partnerships and overseeing marketing and communications activities in a fast-paced environment, you will be excited about building long-term relationships with stakeholders, partners, and suppliers. You will be proactive in problem-solving in a dynamic museum environment. As a confident and visible leader, you will enjoy building effective working relationships with a broad range of people, managing teams and people, and advocating for the museum's values and behaviours. As someone used to juggling multiple elements, you will be flexible and adaptable in your approach and passionate about maximising the resilience and sustainability of the Bowes Museum.

1. Specific Responsibilities and Duties:

Towards Bowes 2092

- Alongside the Towards Bowes 2092 Project Manager, develop briefs for consultants to support the identified strands of work and lead the procurement process, supported by SLT colleagues.
- Working with the ED, COO and consultants, develop a costed plan for technological investment and digital training to give The Bowes Museum a sound basis for digital futureproofing.
- Oversee the development of high-quality and relevant advisory groups for Towards Bowes 2092.
- Collaborating with the Executive Director and consultants, develop a funding model and investment options to support the museum's future direction.
- Oversee the completion of project monitoring and evaluation reports (quarterly and final).



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Communications and Engagement

- Oversee the Mar/Comms function of The Bowes Museum to ensure we are promoting our offer effectively, building positive relationships with our members, partners, and stakeholders, and attracting increased and more diverse audiences.
- Build and manage solid and long-term relationships with partners, including funders, investors, and philanthropists in the region, nationally and internationally, to secure investments and funding towards our aims.
- Oversee development and fundraising activities, helping secure support from trusts, foundations, and donors and increasing the scale and diversity of our development income.
- Represent The Bowes Museum at a regional, national, and international level.

Senior Leadership Team

- Be responsible for staff management, motivation, leadership, training and development for all direct report teams. This will include coaching and 1:1 support, team meetings, and performance management processes, including appraisals for wider team members as required, all while developing a can-do culture of positivity and success.
- Prepare reports for the Executive Director, Board of Trustees, and funders when required.
- Manage restricted budgets, including grant funding, and report on these as required.
- Liaise with funders and key stakeholders as necessary.

2. General Responsibilities and Duties

- Contribute effectively to the success and culture of The Bowes Museum.
- Interact and cooperate proactively with all employees, trustees and volunteers, ensuring good teamwork, inclusive practices, and interdisciplinary activities across work strands, projects and programmes.
- Support effective communications and promotion of The Bowes Museum and our activities.
- Work flexibly at times and on occasions that connect with the needs of our audiences and communities.
- Take ownership of your professional and personal development, working with your line manager to identify and address gaps in skills and competencies.
- To actively work within the museum's environmental policy and lead our teams to constantly seek ways to operate more environmentally friendly.
- Participate in broader projects through the museum alongside colleagues. Work outside of regular hours, including evenings and weekends when required.
- Ensure all compliance with all policies and procedures through your department, including GDPR, Health and Safety at Work Act 1974, and financial policies.
- Any other duties requested by the line manager as deemed commensurate with the role.



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3. Person Specification

Criteria	Essential (E) Desirable (D)	Assessment process: Application (A), Interview (I), Test (T).
Job-specific competencies/qualities/experience:		
Experience in developing and delivering effective development and communications strategies for non-profit and/or charity organisations.	E	A/I
Experience in leveraging philanthropy and attracting sponsorship, including making effective use of Executive Director and Trustees.	E	A/I
Experienced in overseeing funding applications for significant investment.	E	A/I
Experience in developing marketing campaigns and appeals to secure engagement using through-the-line methods.	E	A/I
Experience in data-gathering and management, including CRM and evaluation systems.	E	A/I
Proven senior leadership experience in a comparable organisation or setting – charitable trust and/or registered company.	E	A/I
Excellent organisational skills including strategic planning, financial management, monitoring, risk management, and performance management.	E	A/I
Experience in project budgeting and financial management.	E	A/I
Knowledge and experience in leading positive culture and organisational change.	E	A/I
Core competencies/qualities/experience:		
Highly organised, able to prioritise and work to tight deadlines.	E	A/I
Strategic and analytic thinker, able to plan effectively and lead the development of new business areas.	E	A/I
Experience in developing and managing high-performance teams and business areas.	E	A/I
Display high levels of enthusiasm, flexibility and commitment. An excellent team player.	E	A/I
Ability to communicate effectively internally and externally, engaging with and enthusing others.	E	A/I
Experience and ability in navigating challenges proactively and effectively.	E	A/I
Willingness to be accountable for personal performance.	E	A/I
Proven working experience of managing people and projects effectively.	E	A/I
Knowledge of Equality, Diversity and Inclusivity issues and experience in addressing these proactively.	E	A/I
Experience using technology and digital platforms for business and project management, engagement, and communications.	E	A



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Generic competencies/qualities/experience:		
A strong knowledge of and commitment to the mission, aims and values of The Bowes Museum, including inclusive and participative practices.	E	A/I
Computer literacy and knowledge of digital technologies.	E	A/I
Excellent written and verbal communication and interpersonal skills.	E	A/I
Adaptable and flexible, able to manage multiple strands of work and responsibilities proactively.	E	A/I
Qualifications		
Advanced level education, or equivalent, or evidence of professional learning and experience	E	A
Evidence of commitment to continued professional development.	E	A
Leadership and project management training.	D	A

Inclusion and Diversity:

We believe that diversity and equality within our workforce, programmes, and approaches are crucial to our mission of being inclusive and relevant to our communities. We want everyone to feel welcome. Therefore, we particularly welcome applications from candidates underrepresented at The Bowes Museum and within the heritage sector, including Global Majority candidates and/or candidates with disabilities.



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