

AN EXCITING OPPORTUNITY

APPOINTMENT OF

Towards Bowes 2092 Project Manager



This role is made possible with support
from The National Lottery Heritage Fund.
Thanks to National Lottery players.



A future-thinking museum of artists, designers, and makers, created to support and uplift people and places.

The story of The Bowes Museum is like no other: uniquely, the idea of a woman, Joséphine Bowes, an artist and patron of the arts. Her determination and passion for creating a museum were shared by her husband John, who was born in Teesdale.

The Museum stands proudly in the heart of Teesdale, an Area of Outstanding Natural Beauty.

Mission, vision, and values

Our mission as a future-thinking museum of artists, designers, and makers is to support and uplift the North East through our spirit of generosity and collaboration.

Through this we aim to achieve **our vision** of unlocking people's potential to shape a more interesting, equitable and sustainable world.

Our values underpin our work. We aim to be adaptable, collaborative, creative, experimental, fun, responsible and welcoming.

Collection

We hold the spirit of our founders, Joséphine and John Bowes, within our collections. Joséphine's interests are reflected in the collection, particularly her love of fine porcelain, fashion, and art. She was a recognised artist who acquired the work of her contemporaries during a vibrant cultural period in 1800s Paris. Our collecting policy, associated programming, and display reflect Joséphine's interest in the present and the new, celebrating creativity, design, and artisanship.

Visitor Experience

We seek to welcome all, support and celebrate artists, cultivate creative exchange, deliver inspirational learning, and be a place that is used and loved by the people of Teesdale and visitors from further afield.

We aim to put people first by understanding their needs and motivations. We do this by knowing and speaking to our audiences and making our exhibitions and events accessible, inclusive, and relevant. We view our programming 'in the round' and want to extend it beyond our building. Recognising that engagement is digital and physical, we aim to connect with people where they are. We support artists, makers and designers, current and aspiring, through our programmes, exhibitions and partnerships.

Learning is at the heart of The Bowes Museum. We work extensively with children, young people, educators and older people to raise aspirations and support education for life. Our incredible volunteers are a vital community, working with us in mutually-beneficial ways to support people and places.



Our grounds are a welcoming space for everyone. We have 22 acres for local people to call their own. They include a mixture of formal planting and woodland arboretum, with avenues of trees and a terrace, from which visitors can admire the spectacular views of the surrounding countryside. Our shop offers unique pieces inspired by our collections and exhibitions and features local artists and makers. As the Museum feeds the soul, our café feeds the body with its wonderful local and seasonal produce championing producers from Teesdale.

Trading and Operations

Today the Museum employs 80 staff and has a turnover of £3.3m in the charity and £945k in the the Enterprises Trading Company. Our team is responsible for a broad spectrum of work across operations, finances, exhibitions, programmes, commercial activities, marketing and collections. As an Arts Council England (ACE) National Portfolio Organisation (NPO), we are proudly contributing to ACE's 'Let's Create' mission.

Our audiences' needs, voices and responses are vital to our success. We aim to ensure our audiences recognise and celebrate the Museum and its collections as vital to them. There are many parallels between the time of our founders and issues affecting society today.



The Opportunity

We are seeking candidates for the position of
**Towards Bowes 2092
Project Manager.**
14-month fixed-term contract.
22.5 hours per week.

Proposals from freelance project managers/consultants also considered.

2025 is an exciting time for The Bowes Museum and offers an outstanding opportunity to help drive the long-term strategy to ensure our relevance and impact in the years ahead.

The opportunity includes:

Developing long-term sustainability

Following a period of challenge, the board of trustees recruited a new Executive Director and Senior Leadership Team in 2022/23 to deliver a transformation project that would deliver a more stable and future-thinking organisation. A 2023-2028 business plan is in place and significant work has already improved operations, facilities, and programmes. A membership community of over 30,000 members is now in place, and our volunteer community is growing rapidly.

A successful application to the Heritage Fund has paved the way for a two-year project titled 'Towards Bowes 2092'. This project covers five interlinked investment strands that are vital to the future sustainability of the organisation. They are:

1. Develop a Capital Investment Plan.
2. Develop a new Funding and Investment model.
3. Create an Environmental Sustainability Strategy.
4. Create a Technology and Digital Strategy.
5. Invest in the development of our workforce.

Role Purpose

This role will oversee the project plan and work streams, and coordinate the day-to day-to-day activities in the project, supported by a project administrator and reporting to the Director of Partnerships and Engagement.

The successful candidate will:

- Manage the museum's 'Towards Bowes 2092' project, ensure the museum fulfils its grantee obligations and always remains compliant. This includes providing suitable processes, monitoring and evaluation, working and advisory groups, and organisational systems that are robust and implemented.
- Coordinate reports to the Directors, Board of Trustees, committees, funders, and stakeholders.
- Assist the Senior Leadership Team with strategic thinking, helping shape and deliver future ambition and securing a sustainable future for the museum's long-term vision.

Person specification:

The successful candidate will bring qualities and relevant experience, including:

Qualifications:

Essential

- Advanced level education, or equivalent, or evidence of professional learning & experience.
- Evidence of commitment to continued professional development.

Towards Bowes 2092 Project Manager specific responsibilities:

- Develop and refine a series of consultant briefs for the Towards Bowes 2092 strands of work alongside the Senior Leadership Team.
- Working with consultants, colleagues and partners, develop plans for delivery across the Towards Bowes 2092 strands of work.
- Deliver phase 1 of the Towards Bowes 2092 strands of work plans, working with colleagues, partners, and suppliers.
- Oversee the development and management of advisory groups convened as part of the Towards Bowes 2092 project, working with colleagues, partners, and suppliers.
- Plan and prepare for future phases of the Bowes 2092 project.
- Prepare the project monitoring and evaluation reports (quarterly and final) with support from the project administration.
- Manage project budgets in line with the funding application, including preparing monthly forecasts and reporting requirements.
- Convene the Towards Bowes 2092 internal working group to monitor project progress
- Work closely with the HR team on workforce development planning and training
- Manage resources effectively, identifying opportunities for increased efficiencies and savings and ensuring contracts and suppliers deliver the best value and meet the needs of The Bowes Museum.
- Liaise with funders and other key stakeholders as necessary.
- Work with the museum's marketing team to develop internal and external project communications

See separate Role Description and Person Specification for full requirements.

Terms of appointment

This role is based at The Bowes Museum, Barnard Castle, Co. Durham. Some remote working is available.

Hours: This role is 22.5 hours per week.

Term: 14-month fixed-term contract.

Salary: £40,000 per year (FTE) (£24,324 pro-rata) plus benefits, including:

- 25 days holidays, plus Bank Holidays (FTE)
- 5% employers pension contribution.
- Discount in the museum's café and shop.
- Free staff parking.
- Employee Assistance Programme.
- Training and development opportunities.

How to apply

The closing date for applications is **12noon, 8 December, 2025.**

We anticipate interviews will take place in the week commencing 15 December 2025.

Please submit your CV and a covering letter by emailing them to:

hr@thebowesmuseum.org.uk

We want to hear how you think you are the right person for the role, and why you think we're the right place for you. To give yourself the best opportunity, consider how you fit the Person Specification we've outlined in the Recruitment Pack and share your response to this in a covering letter, supported by your CV.

To download the full Person Specification visit <https://thebowesmuseum.org.uk/jobs-and-volunteering>

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. We, therefore, particularly welcome applications from candidates under-represented at The Bowes Museum and within the heritage sector, including Global Majority candidates and/or candidates with disabilities.

**We can't wait to
hear from you.**