



COMPANY DIRECTOR

RECRUITMENT PACK

Closing date: 3<sup>rd</sup> August July 2026

## JOIN OUR BOARD OF DIRECTORS

If you think that internationalism is important and want to play a part in helping Newcastle develop further as a city with strong international relations and opportunities – joining our Board may be for you.

International Newcastle is looking for **up to 3 people** to join our current Board as Company Directors, at strategic and community level, with individual or combined skills and experience in the following:

- diverse language, faith and cultural communities in Newcastle
- young people's perspectives (over 18)

International Newcastle (IN) is a Community Interest Company (not for profit social enterprise). IN helps drive and coordinate an international relations approach, which builds on everyone's resources, experience, skills and links to bring social, economic and cultural benefits to the city. We lead Our Newcastle Our World, an international vision for our city and a partnership approach to delivering skills, generating opportunities, raising awareness and building connections. Our priority theme is: ***Newcastle as an international city for our children and young people (0-30) to become confident, global citizens.*** We work with local, regional, national and international partners to support Newcastle's ambitions as a multicultural, inclusive, internationally connected city.

We offer induction to all Board members and additional support is available for individuals without prior board experience. Whilst board members will be expected to share their particular areas of expertise, the role remains voluntary, advisory and not executive. The role description and person specification for International Newcastle Company Directors is provided in this document, with links to further information about our mission and work.

### How to apply and timeline

- **Apply:** To express interest in joining our Board please email a letter of no more than 2 sides of A4 to our Chief Executive Officer, Dimitra Boutsoukis [info@internationalnewcastle.org.uk](mailto:info@internationalnewcastle.org.uk) by **noon on Monday 3<sup>rd</sup> August 2026**

Please tell us why you are interested in the position, how your experience relates to the areas outlined and what qualities you would bring.

If you would like to have an informal discussion before applying, please contact Dimitra for an informal conversation (**zoom appointments will be available up to 17<sup>th</sup> July**) about the organisation, its work and priorities and the role on the Board.

- Applicants will be informed by **5<sup>th</sup> August** about whether they have been shortlisted or not.
- Those shortlisted will be asked to have a more in depth conversation with the Chair, CEO or other Board members between **6<sup>th</sup> and 26<sup>th</sup> August**.
- **Decisions** to appoint new Directors will be made and applicants informed of the outcome by **4<sup>th</sup> September**.
- New Board members will be registered as Directors with Companies House.
- **Induction:** The new Board members will receive induction between **7<sup>th</sup> and 11<sup>th</sup> September**.
- New Directors will be invited to attend the next Board meeting on **24<sup>th</sup> September**.



## INTERNATIONAL NEWCASTLE BOARD DIRECTOR ROLE DESCRIPTION AND PERSON SPECIFICATION

(Updated May 2026)

### ROLE DESCRIPTION

The role of a Company Director of International Newcastle C.I.C and as a member of the Board, is to ensure that International Newcastle fulfils its statutory duties, responsibilities around community interest and delivers on our vision, mission and values and agreed work programme.

### SUMMARY

<b>Role</b>	Company Director – International Newcastle C.I.C
<b>Legal entity</b>	Private company limited by guarantee without share capital - Community Interest Company,
<b>Companies House</b>	Company number 07993057
<b>Reporting as part of</b>	Board of Directors (minimum of 5 and maximum of 12 Directors)
<b>Remuneration</b>	The role of Director is unpaid, although reasonable expenses for travel and other expenditure incurred relating to International Newcastle duties may be claimed
<b>Location</b>	Board meetings and sub-group meetings are held online and occasionally, in Newcastle upon Tyne, although Directors may represent the Board at other locations regionally, nationally and internationally
<b>Time commitment</b>	Four Board meetings per year (2-hour sessions), electronic correspondence relating to Board matters in between meetings and as appropriate, engagement in task and finish sub-groups or attendance at events. If leading a strand of activity, the time commitment will be greater
<b>Correspondence</b>	Email correspondence relating to Board matters in between meetings and as appropriate; In person and online discussions (using zoom); All Board related documents stored and shared on a secure googledocs drive

### LINKS TO INFORMATION

<b>Key information</b>	<a href="#">Summary of our aims and key activities</a> <a href="#">What we do and how we work</a> our evolution, approach and governance <a href="#">Our Board</a> Governance, Board roles, policies and Board members, Observers and CEO <a href="#">Our Newcastle Our World</a> outlining our vision, how we work and our partnership framework
<b>Our activities</b>	<a href="#">Connecting internationally</a> <a href="#">Newcastle City of Languages</a> <a href="#">Internationalism in the City</a> <a href="#">Express Yourself: North East Festival of Languages</a> (Host and Coordinator)
<b>Online presence</b>	Website: <a href="https://internationalnewcastle.org.uk">https://internationalnewcastle.org.uk</a> Latest news and updates: <a href="https://internationalnewcastle.org.uk/news">https://internationalnewcastle.org.uk/news</a> as well as social media: X: <a href="https://twitter.com/InterNewcastle">https://twitter.com/InterNewcastle</a> @InterNewcastle Facebook: <a href="https://www.facebook.com/IntNewcastle/">https://www.facebook.com/IntNewcastle/</a> LinkedIn: <a href="https://www.linkedin.com/company/international-newcastle/">https://www.linkedin.com/company/international-newcastle/</a>

## Our vision

- We are a welcoming, friendly city to visit, live, study, work and invest in
- Newcastle is an outward looking city with an international perspective and encourages international collaboration
- We value difference and embrace diversity across all our communities
- We create international opportunities and nurture skills, talent and growth
- We share our expertise and strengths internationally and learn from others
- We engage locally and globally to address urban challenges and reduce inequalities
- We are committed to achieving the global 2030 Sustainable Development Goals
- We will address the Climate Emergency across all our activities

## Our mission

We are a not for profit company leading [Our Newcastle Our World](#): an international vision for our city and a partnership approach to delivering skills, generating opportunities, raising awareness and building connections. We work with local, regional, national and international partners to support Newcastle's ambitions as a multicultural, inclusive, internationally connected city in order to:

- Raise aspirations and widen access to opportunities for children, young people and disadvantaged groups
- Help upskill and develop the future workforce through international, intercultural experiences and languages
- Support the city in being a welcoming place to visit, study and work
- Promote intercultural awareness, inclusion and tolerance and opportunities for all our diverse communities

## Our values

International Newcastle's values reflect the principles expressed in Our Newcastle Our World:

- |                                  |   |
|----------------------------------|---|
| • Equity, equality and inclusion | Everyone has a voice and a role to play       |
| • Social connectivity            | People are engaged and feel ownership         |
| • Nurturing curiosity            | Encouraging exploration, questions and ideas  |
| • Generosity in collaboration    | Sharing knowledge, links, resources, capacity |
| • Added value and impact         | What we do together makes a difference        |
| • Sustainability                 | Addressing Climate Emergency in our actions   |

## Our activities and achievements

Our priority theme is, '**Newcastle as an international city for our children and young people (0-30) to become confident, global citizens**'. Our three interconnected workstrands and our annual Festival contribute to achieving this:

### Connecting internationally

- We broker international links and connections to increase access to experience, engagement and opportunities, especially for children and young people from disadvantaged and underrepresented groups
- We work with local communities, citywide partners, regional partners and national partners, including Embassies and cultural institutions to develop new opportunities, as well as widening access to current offers and support
- We support schools to get international partners, access funding for visits abroad and work virtually:
  - Between 2020 and 2026, we helped establish 80+ school international school partnerships

- From 2021-25, we helped raise £2.2m for 46 school visits through the UK's Turing Scheme, with 1800 children going abroad with their teachers for life-changing experiences (2026 results are due in June 2026)
- We will support new opportunities for the city through Erasmus+, which the UK has rejoined
- We promote and support schools to progress through the International School Award and embed internationalism across their school and school community
  - Since 2021 we have supported two thirds of Newcastle schools to achieve the International School Award (Foundation Certificate) and are helping schools with British Council to progress through the levels
- We support visits to the city by partner cities and regions, delegations and Ambassadors

### Newcastle City of Languages

- We support language teaching, learning and take up in Newcastle schools - including for both Modern Foreign Languages and Home, Heritage and Community Languages
- We promote and support links to universities and further learning, encouraging on campus experiences
- We develop activities and resources around languages and careers and work with North East Ambition and the North East Combined Authority to develop opportunities for children and young people and the future workforce
- We support Newcastle primary schools and North East secondary schools' language teacher networks, so they can share learning and experience, access new resources and insights from experts in the languages field.
- We also facilitate and promote activities celebrating languages, diverse cultures and our connections to the world by working with a wide range of partners, including through Express Yourself: North East Festival of Languages
- We are part of a movement of UK Cities of Languages who support the celebration of languages, develop city initiatives and which advocates for better promotion, recognition and support for languages nationally

### Internationalism in the City

- We support and promote activities to increase intercultural awareness and engagement, promote social cohesion and inclusion in Newcastle
- We promote the celebration of cultural diversity in the city and share information about opportunities to be involved in activities and events that support this
- We support Schools of Sanctuary and City of Sanctuary work in Newcastle
- We provide opportunities to celebrate world languages and cultures through Express Yourself: North East Festival of Languages.
- We share opportunities and support for underrepresented groups and diaspora communities

### Express Yourself: North East Festival of Languages

- We host and coordinate an annual Festival (January-March) - the biggest event of its type in the UK and Europe, it entertains, inspires and educates, fosters inclusion and understanding, as well as raising aspirations and awareness of the opportunities that open up through speaking languages and understanding diverse cultures
- The Festival encourages children and young people (3-18) in schools, community schools and groups to celebrate diverse languages and cultures and our connections to the world:
  - Over 115,000 children and young people from 442 schools took part in the 2026 Festival
  - In 2026, 103 free activities were offered: 60 in person events, 21 online events, 3 competitions, 14 classroom activities and resources, 5 creative multilingual projects
  - The Festival is delivered by a network of 50 local, regional, national and international partners supported by International Newcastle and delivering activities free of charge
  - There full programme is open to the North East, with a UK Schools Programme and projects open to international schools

# BEING A DIRECTOR OF A COMMUNITY INTEREST COMPANY

## 1. Who are Community Interest Company (CIC) Directors?

CIC directors are responsible for ensuring that the company meets its statutory and other obligations. As with any other company, the Directors of a CIC occupy an important position of trust and general company law imposes on them a range of duties to the company and other responsibilities. In addition to these general responsibilities, CIC Directors are also responsible for ensuring that the company is run in such a way that it will continue to satisfy the 'community interest test'. In practice, this will mean having regard to the interests of the community the CIC is intended to serve.

## 2. Statutory duties of a CIC Director

The Companies Act 2006 codifies the general duties which Directors owe to the company. A CIC Director has the following duties under the Companies Act 2006:

- i. To act within the company's powers
- ii. To act in the way he or she considers, in good faith, would be most likely to achieve the community purpose of the company, and in doing so have regard (amongst other matters) to:
  - the likely consequence of any decision in the long term
  - the interests of the company's employees
  - the need to foster business relationships with customers, suppliers and others
  - the impact of the company's operations on the community and the environment
  - the desirability of the company maintaining a reputation for high standards of business conduct
  - the need to act fairly, as between the members of the company
- iii. To exercise independent judgement
- iv. To exercise reasonable care, skill and diligence
- v. To avoid conflicts of interest
- vi. Not to accept benefits from third parties
- vii. To declare an interest in proposed transactions or arrangements and in existing transactions and arrangements where appropriate.

## 3. The role of the Board of Directors

The role of the Board of Directors is to ensure that the resources of the CIC are well managed and applied in the best manner possible to achieve the vision, mission and values of International Newcastle and that the company is complying with all statutory duties and responsibilities, as well as agreed responsibilities. The board must always act in the best interests of International Newcastle and must act as a group and not as individuals.

## 4. Director duties

The duties of an International Newcastle Company Director are to:

- ensure that International Newcastle complies with its governing document (its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that International Newcastle pursues its objects as defined in its governing document

- ensure International Newcastle applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of Directors by giving firm strategic direction to International Newcastle, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of International Newcastle
- ensure the financial stability of International Newcastle

As well as these duties, any Director should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

## **PERSON SPECIFICATION**

### **5. Qualities of a Director**

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship
- Commitment to the CIC's objects, vision, mission, vision values and willingness to devote time to carry out responsibilities
- Strategic and forward-looking vision in relation to the CIC's objects and aims
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues
- Balancing tact and diplomacy with willingness to challenge and constructively criticize
- An ability to work effectively as a member of a team and to take decisions for the good of International Newcastle CIC and its beneficiaries

### **6. Skills and experience**

The Board of Directors collectively needs skills and experience representing the range of stakeholders in the City at strategic and community level, including the diverse language and cultural communities in Newcastle and young people's perspectives.