



Executive Director

Job Description and Person Specification
October/November 2018

Music for Everyone
10 Goose Gate
Hockley
Nottingham NG1 1FF

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Registered Charity No. 1153412

www.music-for-everyone.org

Artistic Director
Angela Kay MBE

Board of Trustees
John Hess *Chair*
Angela Smallwood *Secretary*
Matthew Lax *Treasurer*
Rachel Emmett
Richard Flewitt

About Music for Everyone

Music for Everyone (MfE) is a registered charity based in Nottingham that has operated successfully for over 35 years. It enjoys a strong reputation for providing people of all ages with high quality opportunities to make music, develop creatively and have fun, all within a dynamic and caring environment.

Our work

- creates workshops, short courses, regular groups and performance opportunities for over 2,000 participants each year - 32% being young people under 18
- is inclusive, caters for all abilities and provides progression routes
- includes community collaborations, e.g. schools and youth projects, links with sports and health initiatives
- engages with new music through programming and commissions from professional composers.
- reaches audiences for its public performances of over 3,700.

Rapid growth in recent years has created Daytime Choirs and Orchestras for adults (including those with learning disabilities and their carers) and a Summer School. MfE also runs a busy youth programme and is a Nottingham Music Hub partner.

Angela Kay, MfE's founder and Artistic Director, holds an MBE (2014) for services to music in Nottinghamshire and Making Music's Lady Hilary Groves Prize (2015) for her outstanding contribution to music in the community.

The organisation currently has 6 administrative staff (one full time and the others 2-3 days per week) and 12 regular freelance artistic leaders, as well as guest conductors, project leaders and assistants. The professional administrative team is supported by over 200 committed volunteers without whom we could not function. MfE has a Board of 5 Trustees.



Bandwise course and concert

Creation of a new Executive Director role

MfE's artistically progressive activities have expanded exponentially over 35 years under the successful leadership of the founder Artistic Director. She currently leads all areas of the organisation, providing the creative ideas for new initiatives, managing the team and ensuring the quality of delivery remains high.

To maintain MfE's ongoing development and to establish a robust and fully sustainable business model capable of supporting new initiatives, the Trustees wish to add capacity to the organisation at strategic level by creating a second leadership role. The Artistic Director will continue to head the organisation and provide artistic leadership and vision. The Executive Director will be responsible for operationally delivering the artistic vision, providing strategic leadership, financial and administrative management, and directing fundraising and marketing. The Executive Director will optimise the organisational structure and manage staff and volunteers to meet operational needs effectively and efficiently.

Finance and Funding

The turnover of MfE in 2016/17 was £227,378, with a break-even budget. The organisation's finances are well managed and there is an unrestricted reserve of £66,000 which is above the trustee's suggested minimum reserve (three months of operating costs).

MfE's trading subsidiary, Bookwise, operates 3 shops specialising in selling second-hand books (Nottingham, Southwell and Newark). Bookwise profits provide a strong regular income source for MfE as well as funding the charity's office space and a company van. The total value of Bookwise support in cash and in kind for 2017-18 was £41,000.

Other income comes from membership, fees for activities and donations. We have recently been seeking additional funds to increase income. A few small applications have been submitted to trusts and foundations and to business sponsors for funding and equipment with some success, and some local fundraising groups like the Lions Club and Open Gardens committees have chosen MfE as their charity for 2018 which is likely to raise £10,000 by the end of the year.

The Trustees feel there is real potential for further success through larger applications which focus on health and wellbeing, arts education and artistic development, and also that more individual donations could be cultivated if there was capacity to do this. The relevance of MfE's planned and current artistic activities to these sources is considered strong.

The Trustees have agreed to invest some of the organisation's reserves (leaving them above the minimum level) to support the ED's salary in order to create capacity to develop new partnerships and funding streams which will make the role sustainable financially. The leadership team will also review the remaining organisational structure and operation to maximise efficiency.



Bookwise - Nottingham



Stringwise course and concert



Junior Voices

Job Description

Main Purpose of Role

Following consultation with the Artistic Director, the Executive Director will have the overall responsibility for:

- delivering the artistic vision as defined by the Artistic Director and the Board of Trustees
- strategic leadership and financial and administrative management and development of the charity
- management of the administrative team, artistic staff, including freelance musicians and volunteers.

The Executive Director will:

Planning and management

- participate in strategic planning and the evolution of existing and new programmes.
- work closely with the Artistic Director and the MfE Board to enhance the mission of Music for Everyone, its programs and development efforts.
- attend and report at meetings of the Board of Trustees and its committees and working groups.
- assist the Board in the discharge of its governance and other responsibilities, ensuring that appropriate information on all matters relevant to its responsibilities are communicated at and between Board meetings and that Board papers are prepared in good time.

Fundraising and partnerships

- develop and maintain long-term relationships with strategic partners to advance the financial, artistic and educational goals of the charity
- lead and strengthen fundraising endeavours to increase resources for MfE, including applications to trusts and foundations and public sector bodies, maximising income from individual donors and seeking business sponsorship
- maintain and develop the effective working relationship with the Directors of MfE's trading arm, Bookwise.

Finance and compliance

- prepare the annual budget, quarterly management accounts, and annual charity accounts working with MfE's treasurer and external accountants.
- oversee the assets and financial affairs of the charity, ensuring expenditures are in line with MfE's resources.
- ensure that official policies, records and documents are maintained in compliance with charity law.

Staff and volunteer management

- lead the staff team and oversee delegated responsibilities for the successful management of the daily affairs of the charity.
- oversee the enhancement and further development of MfE's sound HR practices for the recruitment and employment of all paid staff, including regular review of job descriptions and performance.
- ensure procedures are in place for the appropriate training, monitoring and support of volunteers.

Marketing

- oversee all publicity, media profile and marketing activity

Other Duties

- carry out, by agreement, any other duties consistent with the role of Executive Director, as deemed appropriate by the Board of Trustees



Open Voices - Sherwood

Person Specification

Essential Criteria

Experience and Knowledge

- Previous management experience and involvement in strategic planning
- Financial management experience including preparing budgets and management accounts
- Proven ability to fundraise through grant applications and individual donors
- Excellent administration and office management skills
- Experience of managing staff and planning staff capacity to work on multiple projects
- Previous involvement in marketing activity including online promotion, print production and working with the media
- Understanding of and commitment to equal opportunities practice

Skill/Competence

- Excellent interpersonal skills and ability to motivate staff and volunteers
- Strong written and oral communication skills

Desirable Criteria

Experience and Knowledge

- Knowledge of the charity sector and statutory requirements for a registered charity
- Experience of working with a Board of Trustees or other management committee
- An enthusiasm for and experience of working in the arts
- Previous experience of partnership working to deliver shared objectives
- Experience of developing and implementing Human Resources policies and procedures
- Understanding of legal matters, e.g. insurance, contracts and health and safety
- Previous experience of securing business sponsorship

Skill/Competence

- Interest in music and in increasing access to and participation in music making
- Understanding of legal matters, e.g. insurance, contracts and health and safety



Nottingham Festival Chorus and Concert Orchestra

Remuneration and Terms

The post is offered on a full time, permanent basis (37.5 hour per week).

A certain amount of evening/weekend work may be required. No overtime payments will be made but time off in lieu may be taken by arrangement.

A salary of circa £32,000 is offered depending on experience.

The office base will be in Nottingham. Travel may be necessary around the region and nationally for which expenses will be paid. Holiday entitlement will be 25 working days plus national holidays.

The post is subject to 3 month probationary period during which either party may give two weeks notice. After probation is complete, the post is subject to 3 months notice on either side.

An auto-enrolment pension is offered and MfE will contribute the statutory amount of employer's contributions

Equal Opportunities

Music for Everyone strives to be an Equal Opportunities employer. The aim of this policy is to ensure that no job applicant, employee or participant receives less favourable treatment on the grounds of racial origin, physical disability, class, gender, sexual orientation, age, political or religious belief. Individuals will be selected, promoted and treated on the basis of their relevant merits and abilities. All employees are required to comply with and actively promote this policy.

How to Apply

To apply please send your CV with a covering letter saying why you are applying for the role and how you meet the person specification. Please include the names and contact details of two referees.

Send to: Su Evans, General Manager, Music for Everyone, 10 Goose Gate, Hockley, Nottingham NG1 1FF or email su@music-for-everyone.org and reference 'Executive Director'.

The closing date for applications is 19 November at 12 noon. The interview day will be in Nottingham on Monday 26 November. It is essential that candidates are able to attend for the whole day.



Daytime Voices - Wollaton