

Trustee

Role Description and Person Specification

1 About Kent Music

Kent Music is a music education charity and the Hub Lead Organisation (HLO) for the Kent & Medway Music Hub. The organisation is driven by a core belief that music changes lives.

We work closely with schools, colleges, cultural organisations, and other partners to ensure that learners of all ages, especially children and young people, across Kent and Medway have access to high-quality music education both in and out of school.

Informed by the National Plan for Music Education, our vision is to enable all children and young people to learn to sing, play an instrument and create music together, and have the opportunity to progress their musical interests and talents, including professionally.

Our Values

- **Creativity** – we champion creativity, nurture imagination and spark inspiration
- **Achievement** – we empower people to progress and excel
- **Inclusion** – we open doors, fostering inclusivity and accessibility
- **Awareness** – we recognise the impact of our actions and make ethical and informed choices
- **Joy** – we encourage fun, seeking enjoyment and opportunities for celebration

2 About the Role

Trustees at Kent Music provide essential leadership, insight and support to ensure the charity delivers on its purpose and values. They oversee the governance of the organisation and work collectively to help shape strategy, support the executive team, and champion music education across Kent and Medway.

We are seeking two trustees with experience or expertise in fundraising, finance or communications. Professional experience of working in music or education is not necessary, what matters most is a genuine interest in music education and a commitment to Kent Music's purpose and values.

Joining the Board is a rewarding way to support a cause you care about, while also developing your own leadership skills, expanding your network, and gaining insight into charity governance and organisational strategy.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

3 Duties

- 3.1 Contribute actively to the Board's responsibility for the strategic direction for Kent Music and Kent & Medway Music Hub, evaluating performance against agreed targets.
- 3.2 Ensure that Kent Music complies with and pursues its governing document (Articles of Association), charity law, company law and any other relevant legislation or regulations.
- 3.3 Attend regular meetings and undertake sufficient preparation to fully participate in discussions.
- 3.4 Fulfil the legal duties, responsibilities and liabilities of trusteeship.
- 3.5 Apply appropriate scrutiny to the budgets and accounts of Kent Music.
- 3.6 Ensure that Kent Music uses its resources exclusively to achieve its goals.
- 3.7 Ensure that key risks are being identified, monitored and controlled effectively.
- 3.8 Ensure Kent Music has appropriate safeguarding policies and processes in place.
- 3.9 Advocate for and on behalf of Kent Music with stakeholders within Kent and Medway

4 Person Specification

Essential criteria : We are seeking individuals who:

- 4.1 Have a passion for and commitment to the values of Kent Music
- 4.2 Think creatively and strategically
- 4.3 Exercise good, independent judgement
- 4.4 Are personable and team players
- 4.5 Communicate clearly
- 4.6 Are committed to equity and diversity
- 4.7 Are able to understand and assess complex information
- 4.8 Have an interest and/or experience in music and music education
- 4.9 Have an understanding of or be willing to learn about the legal duties, responsibilities and liabilities of Trusteeship

Recruitment Process:	Recruitment will be via an interview with the chair of the trustees, one other trustee and the chief executive. Candidates will also meet a panel of young people who participate in Kent Music activities.
Pay:	This is a voluntary position. Travel expenses to and from meetings and events may be claimed.
Time Commitment:	Board meetings are held four times a year. Trustees are expected to attend all meetings of the Board and committees as appropriate and undertake necessary preparation in advance of the meetings. Trustees are expected to attend some events and activities organised by the Hub.

DBS Requirements:	This post is subject to an enhanced check through the Disclosure and Barring Service (DBS) which we will organise for you.
Term of Office:	Trustees may serve for up to three terms of three years.

For further information please visit <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Eligibility

Kent Music is a limited company with charitable status. Trustees are also appointed as directors of the company. You must be at least 16 years of age to be a trustee of Kent Music.

You may not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Charity Commission. Reasons for disqualification include if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement

Safer Recruitment

Applicants will be subject to recruitment and selection procedures in accordance with Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

It is a required condition of trustees to complete safeguarding training to a level appropriate to their safeguarding responsibilities, which we will organise for you.

Diversity and Inclusion Statement

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.