



## Trustee

### Job Description and Person Specification

#### 1. About the Role

The role of a trustee is to ensure that Kent Music discharges its statutory obligations as a charity and also to bring specific skills, knowledge or experience to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Kent Music works to the charity code of governance which can be found by going to <https://charitycommission.blog.gov.uk/2017/07/13/the-new-charity-governance-code-essential-reading-for-all-trustees/>.

#### 2. About Kent Music

Kent Music is an education charity that develops musical opportunities to support the aspirations of children, young people, adults and teachers in Kent. Details of the work of the organisation can be found at [www.kent-music.com](http://www.kent-music.com).

It does this through the provision of instrumental & vocal tuition in schools, music groups, music centres and programmes in local areas and advanced level programmes such as the Kent County Youth Orchestra, County Choirs & County Wind Orchestra and the annual Kent Music Summer School.

As the lead partner for the Music Education Hub funded by Arts Council England, Kent Music works closely with partners and schools to develop and deliver comprehensive music education provision across the county.

The charity has developed a set of values that drive its work:

- Anticipating, valuing and supporting diversity and difference
- Maintaining high expectations for all learners and staff
- Understanding the needs of children and young people
- Reducing barriers to engagement
- Keeping creativity at the heart of our thinking
- Embracing openness, collaboration and partnership.

### 3. Job Description

- 3.1 Bring expertise to the charity that will help it develop a forward-looking music education strategy i.e. financial, education, music, marketing, operations, HR, fundraising, income generation, legal, partnerships and ICT.
- 3.2 Ensure that Kent Music complies with and pursues its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
- 3.3 Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- 3.4 Ensure that Kent Music 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.
- 3.5 Contribute actively to the board of trustees by giving firm strategic direction to Kent Music, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- 3.6 Attend four board meetings per year, and undertake the necessary preparation to be able to fully participate in board meeting discussions.
- 3.7 Advocating for and on behalf of Kent Music with stakeholders within Kent, and further afield.
- 3.8 Trustees should safeguard and promote the well-being and welfare of Kent Music's beneficiaries.
- 3.9 Apply appropriate scrutiny to budgets and accounts to ensure the financial stability of Kent Music.

### 4. Person Specification

	Essential	Desirable	Tested via*
<b>Qualifications and training</b>			
Training and/or expertise in charity governance		✓	A
Musical training and/or experience of working in the music industry		✓	A/I
Professional qualifications and/or training in one of the following fields: education, charity, community work, young people, finance, marketing, human resources, legal, ICT, fundraising, business		✓	A/I
Member of a professional body		✓	A
Safeguarding training (training will be provided if necessary)		✓	A/I

<b>Knowledge, skills and experience</b>			
Professional expertise and experience in an area that will assist the charity in its work	✓		A/I
Previous experience as a charity trustee and/or board member		✓	A
Experience in developing long term strategies and to think strategically	✓		I
<b>Additional Attributes</b>			
Ability to draw together complex information in order to assess a situation or formulate a strategy.	✓		I
Ability to communicate effectively with a range of stakeholders	✓		
Ability to think creatively and demonstrate openness to new ideas.	✓		I
Willingness to enter into debate and challenge ideas.	✓		I
*			
A = Application			
I = Interview			
P = Presentation			

### Eligibility

Kent Music is a limited company with charitable status. Trustees are also appointed as directors of the company. You must be at least 18 years of age to be a trustee of a charity.

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

### 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.

**Time Commitment**

Board meetings are held four times a year. Trustees are expected to attend all board meetings. One meeting each year is allotted to strategic planning and may require a whole day. The other three meetings last approximately three hours and are held at a range of times and in various locations in Kent. Papers are distributed one week in advance of meetings, and trustees will need to undertake the necessary preparation in advance of the meeting. Trustees may be asked to join a sub-committee which will meet up to four times a year for approximately two hours, during normal office hours, usually at Kent Music's offices. Trustees are also expected to visit activities organised by the charity in order to gain an understanding of its work. Trustees are expected to attend an induction session at Kent Music prior to their first board meeting.

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

**Remuneration**

This is a voluntary position. Travel expenses to and from meetings and events may be claimed.

**DBS Requirements**

This post is subject to an enhanced check through the Disclosure and Barring Service (DBS).

**Term of Office**

Trustees may serve for up to two terms of three years.

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

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