

# Become a Kent Music Trustee

## Kent Music trustee role information

Kent Music is seeking to appoint four trustees, to include two 18-24 year olds. This document provides information about the trustee role and how to apply.

### Come along to our Trustee Open Day

**Saturday 8<sup>th</sup> June 2019, between 12pm and 3pm**

Kent Music, 24 Turkey Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5PP

The open day will give you the opportunity to find out more about what Kent Music does and meet some of the staff, trustees and young people.

If you are interested in coming along please email Angela Parr at [aparr@kent-music.com](mailto:aparr@kent-music.com).

## 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.

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

Further information and examples of our work can be found via the following link <https://www.kent-music.com/>

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 <https://www.artscouncil.org.uk/music-education/music-education-hubs>

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

- Anticipating, valuing and supporting diversity and difference
- Maintaining high expectation 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 partnerships

## What is a trustee?

Kent Music is governed by a Board of Trustees. The role of a trustee is to ensure that Kent Music carries out its statutory requirements 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. Legally you must be age 18 or over in order to be a trustee. As Kent Music is also a Company Limited by Guarantee, trustees automatically become a Company director too. For more information about the role of a trustee please visit <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

## Why is Kent Music hoping to recruit two trustees aged 18-24 years?

Kent Music is committed to The Charity Governance Code, this guidance has been developed to support charities and their trustees. One area of focus is board diversity and as part of Kent Music's commitment to diversity the board has decided to recruit two trustees aged between 18 and 24 years.

'Diversity, in the widest sense, is essential for boards to stay informed and responsive and to navigate the fast-paced and complex changes facing the voluntary sector. Boards whose trustees have different backgrounds and experience are more likely to encourage debate and to make better decisions.

The term 'diversity' includes the nine protected characteristics of the Equality Act 2010 as well as different backgrounds, life experiences, career paths and diversity of thought. Boards should try to recruit people who think in different ways, as well as those who have different backgrounds.'

<https://www.charitygovernancecode.org/en>

## What will you gain from being a trustee?

Being a trustee gives you the knowledge, understanding and experience of how a charity is governed. More specifically some of the things you will be involved with and learn about are:

- Finances – e.g. scrutinising management accounts and signing off annual budgets
- Health & Safety - risk assessment and management
- Human resources – wellbeing of the Kent Music team
- Business planning
- Fundraising and development
- Music activities – visiting programmes, attending performances and getting to know the Kent Music staff team and participants.

As well as gaining knowledge and experience, it can be a good way to develop confidence and communication skills and it is viewed positively by employers when you apply for a new job.

There is mutual benefit for the organisation and trustees. As well as it supporting trustees' learning and development the organisation gains knowledge and expertise from the trustees.

Being a trustee is a strategic and advisory role, and trustees aren't normally involved in planning or delivering projects.

## What will the Kent Music Trustee role involve?

The two trustees selected will begin by observing one meeting after which, if they choose to commit, will serve as trustee for up to two terms of three years. This involves attending four meetings (one every three months) and reading papers in advance. At each meeting you will be supported to contribute to discussions, share your ideas and opinions, and be part of reaching decisions and conclusions.

Trustees sometimes volunteer to be involved with particular tasks or working groups in between meetings usually related to their particular areas of skill or interest.

## How will you be supported?

You will be assigned a mentor, this will be a member of the Kent Music team that attends the board but is not a trustee. They will help you to settle in to the role, learn about the Board papers that are sent to trustees, understand your responsibilities, processes, protocols and meeting structure; and answer questions that you have about being a Kent Music trustee.

Kent Music is committed to accessibility and inclusivity. Any additional requirements will be supported.

If at any point in the process the appointed trustees decide to step down (for example if they decide it isn't what they expected or their circumstances change) they will be supported to leave the board of trustees and, if relevant, be signposted to other opportunities.

When you become a trustee, you volunteer your services and usually won't receive payment for your work. Generally, charities can't pay their trustees for simply being a trustee.

Trustees can however claim reasonable expenses, for example:

- Travel expenses to and from meetings and events may be claimed

## Role specification and criteria

Applicants must be:

- Age 18 and over as of the date the application is submitted
- Based in Kent
- Involved in music and therefore have relevant understanding and experience of music opportunities for young people
- Ability to think creatively and are open to new ideas.
- Enjoy work communicating with others.
- Available to observe the next trustee meeting taking place on Friday 27<sup>th</sup> September 2019 (time to be discussed)
- Able to commit to four trustee meetings, these will take place September 2019, December 2019, March 2020 and June 2020. Days and times to be confirmed, it is likely that these meetings will take place late afternoon – early evening.

You may also have experience in the following:

- Musical training/direct involvement, studying music and/or experience of working in the music industry
- Education, charities, volunteering, community work, young people, finance, marketing, human resources, fundraising, ICT, business.

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

## Recruitment Timeline

Date & time	Activity
<b>Saturday 8<sup>th</sup> June 2019 between 12:00- 15:00</b>	Trustee Open Day
<b>Friday 28<sup>th</sup> June 2019 12pm deadline</b>	Application deadline
<b>Monday 8<sup>th</sup> July</b>	Interviews – times to be arranged
<b>July-August</b>	Induction slot will be arranged
<b>Friday 27<sup>th</sup> September time tbc</b>	Observe a board meeting

## How to Apply

If you meet the criteria above and are keen to apply please send a CV and supporting statement explaining:

- What you think you have to offer as a Kent Music trustee
- What you hope to gain from being a Kent Music trustee

Please send your CV and supporting statement to Angela Parr [aparr@kent-music.com](mailto:aparr@kent-music.com) by **12pm on Friday 28<sup>th</sup> June 2019**.

If you have any questions, would like to receive this information document in another format, for support with your application, or apply in another format please contact Peter Bolton at [pbolton@kent-music.com](mailto:pbolton@kent-music.com) – 01622 358430.

Shortlisted applicants will be invited to an interview with Kent Music Chair of Trustees and Chief Executive and an interview with a panel of young people. Kent Music staff will be on hand to provide advice and guidance before the interview. Interviews will take place at Kent Music's head office, 24 Turkey Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5PP on the **8<sup>th</sup> July 2019** (times to be agreed with interviewees).

If your interview is unsuccessful we will endeavour to signpost you to other relevant opportunities.

Successful candidates will be invited to an induction and meet 'my mentor' session prior to the observing a board meeting on **Friday 27<sup>th</sup> September 2019**.