

# Kent Music Trustee

Information Pack

## Dear Applicant,

On behalf of Kent Music I would like to thank you for your interest in the position of Trustee. This pack is designed to give you all the information you need when making your application.

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It is an exciting time to become a Trustee with the celebration of our 75th Anniversary approaching in 2023. We have recently developed a new Vision, Mission and long-term strategy and are seeking individuals who are operating at a strategic leadership level to join our board. The successful Trustees will have a demonstrable commitment to innovation and equal opportunities for all.

We are looking for individuals who are passionate about supporting music Education in Kent and have the skills to take on this exciting and challenging role.

Established in 1948, Kent Music is a leading music education charity and the lead partner for the music education hub for Kent. We teach children, young people and adults to play musical instruments and to sing. We run local ensembles, choirs and other group activities across the county as well as ensembles and choirs at county level. Our annual summer school has been running since we were founded.





As the lead partner for the music education hub, supported by Arts Council England, we work with organisations in Kent and further afield, including schools, to deliver a wider range of music education services than we would be able to on our own. This includes supporting the professional development of teachers, providing instrumental lessons for whole classes of primary school children and delivering ambitious programmes in partnership with others.

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If, when you have read through this pack, you have further questions about the role, I will be very happy to arrange a conversation with either myself or Peter Bolton, Chief Executive. Please contact Angela Parr at [aparr@kent-music.com](mailto:aparr@kent-music.com), who will facilitate this.

Yours sincerely,  
Geoff Miles  
Chair of Trustees

# About Kent Music



## Our values:

- 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

The range of work that Kent Music produces in a year is considerable. We deliver music tuition to approximately 4,000 people per year through one-to-one, small group and whole class tuition. With support from Kent County Council, we provide local and county level ensembles ranging from choirs, wind bands and orchestras, to rock groups, jazz ensembles and electronic music.

We support classroom teachers and teachers of instruments and voice through a programme of professional development and we provide funding from our Arts Council grant to support schools to deliver music that complements the national curriculum.

The Kent music education hub, which is led by Kent Music, is one of 122 music education hubs in England charged with delivering the National Plan for Music Education and funded by Arts Council England.

Kent has the second largest number of school aged children & young people of all the music education hubs spread across 12 districts.

Kent Music aims to provide opportunities for all these children and young people in the 580 state schools they attend as well as out of school during holidays, evenings and weekends.

Kent Music is a limited company with charitable status governed by a Board of Trustees who are leaders in music, music education, education and business. The organisation's headquarters are in Maidstone where our team of administration and management staff are based. Kent Music employs over 80 teachers and a further team of tutors and occasional music staff.





Kent Music is committed to equality, inclusion and diversity and has been working hard in recent years to broaden its offer to meet the needs of a wider range of children and young people. The voice of young people also informs the programmes that we run and in 2019 we appointed two young people under the age of 25 to the Board of Trustees.

The current business plan for the organisation has three core aims:

1. To provide access to instrumental and vocal teaching across Kent.
2. To provide access to a broad range of out-of-school music activities across Kent.
3. To create the conditions where music thrives in schools in Kent.

Sitting across each aim is a commitment to equality, diversity & inclusion and youth voice.

# Trustee Duties

To be a trustee of an charity is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets.

## Statutory Duties of a Trustee are:

- To ensure the charity complies with its governing document
- To ensure that the charity pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

- To safeguard the good name and values of the charity
- To ensure the effective and efficient administration of the charity.
- To ensure the financial stability of the charity.
- To protect and manage the property of the organisation and to ensure the proper investment of the charity funds.

Trustees sit on one of three sub committees:

- Finance and Audit
- People, Pay and Nomination
- Strategy and Business Plan

Detailed terms of reference are set for each committee.

# Time Commitment

The minimum commitment required for the role will be:

1. Four Board meetings per year. Currently meetings last for 2 – 3 hours.
2. Up to six sub committee meetings to work on more detailed aspects of the work of the charity. The Sub committees comprise:
  - Finance and Audit
  - People, Pay and Nomination
  - Strategy/Business Plan
3. Other meetings on particular issues as required.
4. Attendance at concerts and events throughout the year.

This equates to approximately 10 days per year plus attendance at events.

The term of office is three years renewable for a period of three years.

The role is unpaid but expenses are paid if required and concert tickets provided.





# Job Description

1.1 To work with fellow Trustees to shape, drive and monitor the Charity's Strategy and Business Plan

1.2 Prepare for and participate fully in Board Meetings

1.3 Use any specific skills, knowledge or experience you have to help the board of trustees reach sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

1.4 Promote the work of Kent Music externally.

1.5 Participate in sub-committees

1.6 Ensure that Kent Music complies with and pursues its governing document, charity law, company law, and any other relevant legislation or regulations

1.7 Understanding and acceptance of the legal duties and responsibilities of Trusteeship.

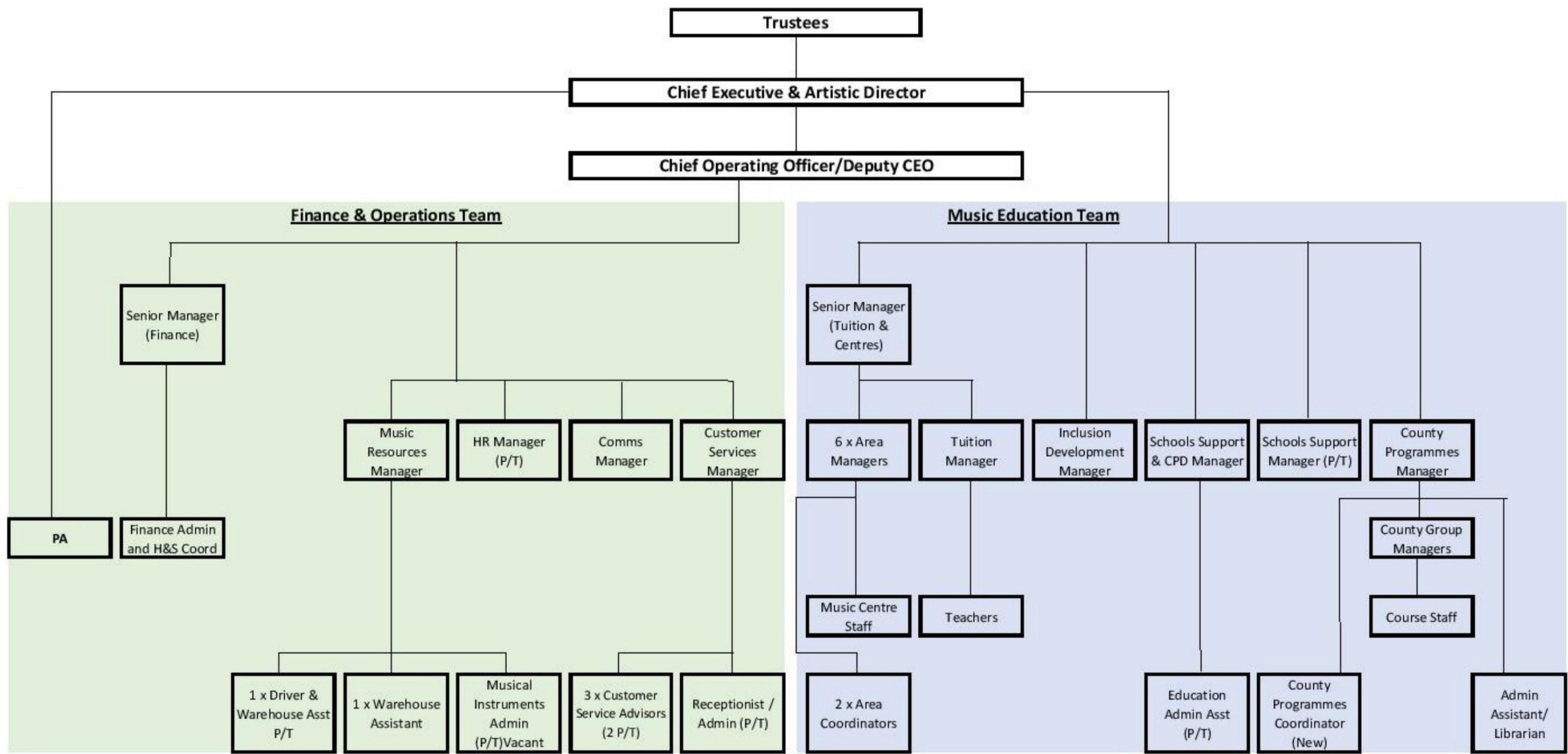
1.8 Apply appropriate scrutiny to budgets and accounts to ensure the financial stability of Kent Music.

# Board Structure

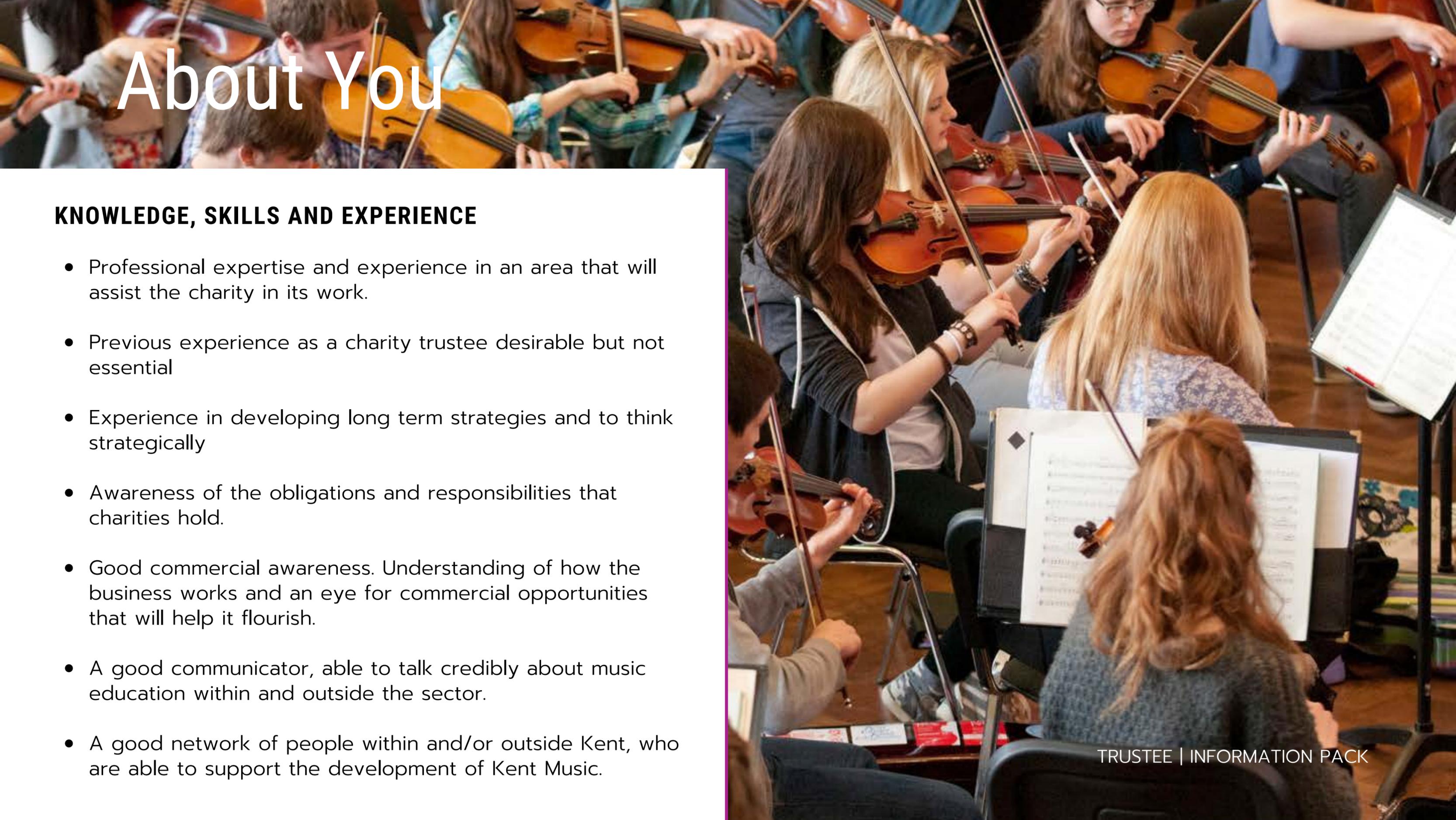


Kent Music Lead	COO	COO	CEO
Strategy, Policy and Area of Work	<ul style="list-style-type: none"> <li>Budget Monitoring</li> <li>Capital Replacement Programme</li> <li>Instruments</li> <li>Annual Budget</li> <li>External Audit</li> <li>Risk Register</li> <li>Business Continuity</li> </ul>	<ul style="list-style-type: none"> <li>Pay Policy</li> <li>Workforce/HR Strategies</li> <li>Inclusion/Youth Voice</li> <li>CPD</li> <li>Performance Management</li> <li>Health &amp; Safety</li> <li>Safeguarding</li> <li>GDPR</li> </ul>	<ul style="list-style-type: none"> <li>Business Plan</li> <li>Tuition Strategy</li> <li>Curriculum Support</li> <li>County Programmes</li> <li>Income Generation</li> </ul>

# Organisational Structure



# About You



## KNOWLEDGE, SKILLS AND EXPERIENCE

- Professional expertise and experience in an area that will assist the charity in its work.
- Previous experience as a charity trustee desirable but not essential
- Experience in developing long term strategies and to think strategically
- Awareness of the obligations and responsibilities that charities hold.
- Good commercial awareness. Understanding of how the business works and an eye for commercial opportunities that will help it flourish.
- A good communicator, able to talk credibly about music education within and outside the sector.
- A good network of people within and/or outside Kent, who are able to support the development of Kent Music.

# How to Apply

To apply for this post please send your CV and supporting statement to [aparr@kent-music.com](mailto:aparr@kent-music.com)

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.





## Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise 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.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Chief Officers, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff and volunteers.



Many thanks for taking the time to review our Information Pack

# We look forward to receiving your application

- The Kent Music team

KENT MUSIC IS PROUDLY SUPPORTED BY:



Supported using public funding by



[www.kent-music.com](http://www.kent-music.com)