

Chief Executive

Recruitment Pack





Thank you for your interest in becoming our next Chief Executive.

Kent Music is ideally positioned for a dynamic leader to take us through our next phase of development. We have recently moved into a wonderful new building and are excited about the task of leading the Music Hub for Kent & Medway.

The new Chief Executive will find a motivated and enthusiastic team of staff and trustees and an organisation in good financial health.

The future will present many opportunities and some challenges, which will make this a fulfilling role for someone who wants to make a difference and put music at the heart of our support for children, young people and adults in Kent and Medway.

We look forward to receiving your application.

Sincerely,

Geoff Miles
Chair



It has been an honour to lead Kent Music for the past 16 years.

Having opened a new building and secured the funding to lead the new Kent & Medway Music Hub it is time for me to hand it over for the next stage of its evolution. I do so, knowing that the organisation is in good shape with a great team behind it. There are many opportunities ahead and this is a good time for a new Chief Executive to come in and make their mark.

Peter Bolton
Chief Executive



Could you be our next Chief Executive?

Kent Music is a charitable company providing music education to empower children, young people and adults to pursue their musical aspirations. The organisation is built on solid foundations and is always looking to the future.

Activities like Kent Music Summer School have been running since we began in 1948 and continue to thrive today because we have a firm eye on the needs of children and young people. In recent years we have introduced a ground-breaking school support programme and a range of opportunities for young people including Orchestra ONE a large, mixed ability ensemble creating new music every time it meets.

These are exciting times for Kent Music. Two years ago, we moved into a new purpose-built space in Ashford's Creative Enterprise Quarter and earlier this year Arts Council England selected us to lead the Music Hub for Kent & Medway. Our neighbours in Ashford are Jasmin Vardimon Company, an internationally renowned contemporary dance theatre company with whom we have collaborated on innovative projects.

We enjoy collaborating and working with organisations across Kent and Medway, and further afield. We have strong partnerships with cultural organisations and education establishments, including most of the 700 state schools in Kent and Medway.

Our work is driven by a set of **five values**:

Our values are integral to everything Kent Music delivers. Our incoming Chief Executive will need to embrace and advocate our values and take them forward.

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



We employ 150 people made up of teachers and administration and management staff. They support our dual function as the lead organisation for the Kent & Medway Music Hub and as an organisation providing instrumental & vocal teaching, choirs and groups.

We have set four broad aims for 2024-30:

- © Support schools to create the conditions where music thrives
- © Provide accessible music education pathways for all children and young people
- © Empower children and young people to pursue their musical aspirations
- © Further develop a sustainable business.

As Chief Executive you will come into Kent Music at a time when it is in good organisational and financial shape, going through a period of change that presents opportunities for the future. We have a devoted and motivated team who are excited about what's to come and we are looking forward to appointing someone who shares our passion to deliver music education for the benefit of children and young people.

More information about Kent Music can be found on our website: www.kent-music.com

If you would like an informal conversation about the role with Peter Bolton, our current Chief Executive, please email Kate Chesterman at kchesterman@kent-music.com

Thank you for your interest in this post.



Chief Executive

Purpose of the Role

This role provides strategic leadership and management for the organisation. It focuses on delivering the organisation's aims and objectives and ensures financial stability and the delivery of high-quality, accessible music education across Kent and Medway – either directly or through partners, providers including schools.

Job Description

Values, Strategy and Culture

- Champion the values of Kent Music ensuring they maintain a meaningful role in the work and behaviours of the organisation.
- Work with the senior team and trustees to develop and articulate the strategic direction of the organisation, setting and monitoring objectives.
- Lead on artistic development within Kent Music and the wider Music Hub, seeking new and creative opportunities to support children and young people to engage with music.
- Nurture an inclusive and positive culture, appreciating the diverse identities, strengths, and needs of all stakeholders.
- Ensure a respectful and encouraging work environment.

External Relations

- Represent Kent Music in public, across Kent and Medway and beyond.
- Foster good relationships with our principal funding partners, Kent County Council and Arts Council England, ensuring compliance with funding requirements.
- Nurture relationships with partners within the Music Hub in line with our vision and values.
- Ensure that Kent Music is well connected at a national level, that our voice is heard, and we contribute to current and emerging thinking around music education.

Governance, management and compliance

- Report to the Board of Trustees at all its meetings and as reasonably required.
- Make sure that the organisation is compliant with relevant charity legislation.
- Oversee the overall operation of the organisation ensuring it is fit to meet its aims and objectives.
- Ensure that robust policies and procedures are in place to ensure the safeguarding of children, young people and vulnerable adults.
- Line manage and nurture the senior team, supporting their professional development and ensuring the aims and objectives are embedded in the work of each department.

Finance, risk and Income generation

- Ensure that Kent Music is financially robust, by taking overall responsibility for budgeting, monitoring, reporting and auditing.
- Work with the trustees to maximise the financial potential of the business.
- Take overall responsibility for assessing and managing risk.
- Assess the potential of new income streams and put strategies in place to maximise them.

Person Specification

	Essential	Desirable
Qualifications and experience		
Evidence of success as a senior leader in the arts or education.	✓	
Educated to degree level in music and/or music education or be able to demonstrate equivalent experience.	✓	
Experience as a musician at good amateur or professional level.	✓	
Experience working as an instrumental, vocal or classroom music teacher.		✓
Values, Strategy and Culture		
Able to identify with, and champion the values of Kent Music.	✓	
Experience of developing and delivering strategy for or within an organisation.	✓	
Ability to think creatively and develop new activities and/or programmes.	✓	
Able to approach the role with innovation and initiative in a way that supports music education for children and young people in a rapidly changing world.	✓	
External Relations		
Excellent communication skills – able to represent Kent Music in a wide variety of settings.	✓	
Experience of working with major funding partners.		✓
Demonstrable ability to form successful partnerships.	✓	
Governance, management and compliance		
Experience of working with Boards of directors and/or trustees.		✓
Experience of managing and nurturing a team.	✓	
Understanding the requirements of Kent Music in relation to the safeguarding of children, young people and vulnerable adults.	✓	
Finance, risk and income generation		
Experience of managing and monitoring complex budgets.	✓	
An understanding of the management and monitoring of risk in a charity.		✓
Experience of maximising and generating income within an organisation.	✓	

Key Information

Job Title:

Chief Executive

Reports to:

Chair of Trustees

Location:

Creative Enterprise Quarter,
Javelin Way, Ashford, TN24 8FN

Start Date:

5th May 2025

Salary:

£80-85,000
depending on experience.

Pension arrangements:

Defined contribution scheme.
Kent Music contributes up to 3% of salary, with a minimum contribution of 5% by the employee.

Hours:

37 per week. The nature of the job means that the role requires considerable flexibility.

Annual Leave:

22 days per year increasing to 27 days per year. This entitlement is in addition to statutory bank holiday and three additional days at Christmas.

Status:

Permanent, with 6 months' probationary period.

The deadline for applications is 9am on Tuesday 7 January 2025.

The first round of interviews for longlisted candidates will be held on 21 January 2025.

The second round of interviews for shortlisted candidates will be held on 29 January 2025.

You must apply using the application form.

Kent Music will pay expenses equivalent to second class rail for attendance at interview and will consider the cost of relocation into Kent.

Kent Music is committed to equity, diversity and inclusion (EDI), and keeping everyone safe. We celebrate difference. We are a Disability Confident Committed Employer. If you have a disability and need assistance, please let us know so that we can provide reasonable adjustments for you during the recruitment process.

The successful candidate will be subject to enhanced Disclosure and Barring Service (DBS) and online checks before appointment is confirmed.

The appointee will be based at Kent Music's offices in Ashford and will need to travel throughout Kent and Medway, as well as further afield. Access to a car and possession of a full driving license will be advantageous. Kent Music operates a hybrid working policy by which staff can work a maximum of 40% of their working week from home.

[Apply here](#)



Creative Enterprise Quarter,
Javelin Way, Ashford, TN24 8FN
www.kent-music.com



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