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[HR@kent-music.com](mailto:HR@kent-music.com) or call **01622 691212** and select option 1

## Role Description

### Trustee



#### About the Role

Kent Music is a charitable company with a Board of 12 elected trustees and two trustees nominated by Kent County Council. The trustees are recruited to support the aims of the charity, bringing their expertise and experience to help achieve the charity's objectives. Trustees are non-executive roles. The day-to-day management of the charity is delegated to the chief executive and senior leadership team. Trustees are legally responsible for the smooth running of the charity and the Board uses the [Charity Governance Code](#) as the framework within which it works.

The Board of Kent Music currently has four vacancies, and we are looking to recruit new trustees with some of the following expertise, experience, and attributes:

- at least one trustee currently employed by a school, ideally in a leadership position and able to demonstrate their commitment to excellence in music within their school
- a communications professional to help us raise the profile of the Kent & Medway Music Hub and our work so that we can build on the work of the last 75+ years.
- at least one trustee with expertise in safeguarding who can work with our safeguarding lead to ensure that all the activities provided by Kent Music and the wider Music Hub are safe for those participating.

We are keen that some of the new intake of trustees either live in Medway and/or are actively involved in music or community activities within Medway to help us establish contacts and partnerships in our expanded hub area.

#### Role Responsibilities:

1. Bring expertise to the charity that will help it develop a forward-looking music education strategy.

2. Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
3. Ensure that Kent Music applies its resources exclusively in pursuance of its objects.
4. Contribute actively to the board of trustees to help give firm strategic direction to Kent Music, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
5. Attend four board meetings per year and undertake the necessary preparation to be able to fully participate in board meeting discussions.
6. Advocate for and on behalf of Kent Music with stakeholders within Kent, and further afield.
7. Safeguard and promote the well-being and welfare of Kent Music’s beneficiaries.
8. Apply appropriate scrutiny to budgets and accounts to ensure the financial stability of Kent Music.

**Person Specification:**

**\*The attributes written in bold will be used as assessment criteria for shortlisting. When completing your application please explain in full how you meet the assessment criteria and any other attributes shown in the table below.**

	Essential	Desirable
<b>Qualifications and training</b>		
Training and/or expertise in charity governance		✓
Musical training and/or experience of working in the music industry		✓
Member of a professional body		✓
<b>Knowledge, skills, and experience</b>		
<b>*Expertise and experience in an area that will assist the charity in its work. (Specifics can be found in ‘about the role’)</b>	✓	
Previous experience as a charity trustee and/or board member		✓

<b>*Experience in developing long term strategies and ability to think strategically</b>	✓	
Ability to analyse complex information to assess a situation or formulate a strategy	✓	
<b>*Ability to communicate effectively with a range of stakeholders</b>	✓	
Ability to think creatively and demonstrate openness to new ideas.	✓	
<b>*Willingness to enter into debate and challenge ideas.</b>	✓	
<b>Kent Music attributes</b>		
Knowledge and experience of safeguarding and GDPR processes (training will be provided if necessary)		✓
Commitment to equality, diversity & inclusion, and youth voice	✓	
Experience of working in the arts and/or charity sector		✓

### **Recruitment Process**

Trustees are elected to the Board by the trustees. The chair, one other trustee and the chief executive will form a selection committee and meet interested candidates before making recommendations to the Board. The Board will consider these recommendations at its meeting in July and elect trustees to start their term of office at the meeting on 11 October.

**The deadline to submit an application for the Trustee role is 5pm on Monday 10<sup>th</sup> June.**

**Interviews will be held on the 18<sup>th</sup> or 19<sup>th</sup> June.**

For further information on the Trustee role please refer to the Information about becoming a Trustee document.