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Role Description

Youth 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 has two places reserved for trustees between the ages of 18 and 25. The trustees believe that it is crucial to include people on the Board who belong to the age group of the beneficiaries of the charity.

Kent Music views membership of the Board as an opportunity for the organisation to gain the insights of young people and to provide an important learning experience for young trustees. Members of the leadership team will be assigned to each young trustee to develop their understanding of the role.

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 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
Qualifications and training		
Training and/or expertise in charity governance		✓
Musical training and/or experience		✓
Knowledge, skills, and experience		
*Expertise and experience in an area that will assist the charity in its work. (Specifics can be found in ‘about the role’)	✓	
Previous experience as a member of a committee or a leadership role		✓
*Ability to analyse complex information to assess a situation or formulate a strategy	✓	
*Ability to communicate well in a group	✓	
Ability to think creatively and demonstrate openness to new ideas.	✓	

*Willingness to enter into debate and challenge ideas.	✓	
Kent Music attributes		
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 Youth Trustee role is 5pm on Monday 10th June. Interviews will be held on the 17th June.

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