

Trustee vacancy

Introduction

We are seeking new trustees to join our Board at an exciting time for West Sussex Music.

We are looking for individuals with knowledge, expertise, experience, passion, and influence, who share our belief in the power of music to change lives.

The role of a trustee is to ensure that West Sussex Music discharges its statutory obligations as a charity and to bring their skills 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 expertise.

About West Sussex Music

West Sussex Music Trust, trading as West Sussex Music, is a company limited by guarantee with charitable status. For nearly 70 years West Sussex Music has provided music education services to schools and young people originally as part of West Sussex County Council and, since 2013, as an independent not-for-profit organisation.

Trustees are directors of the company and have the responsibility to ensure that West Sussex Music fulfils its charitable objectives:

- Advance education for the public benefit particularly, but not exclusively, in relation to music, the arts and performing arts
- Advance the arts and culture for the benefit of the public particularly, but not exclusively, by promoting and facilitating access to performances of music and other art forms
- Provide for the recreation of children, young people, and adults for the benefit of the public by providing equipment, facilities and services to them in the interest of social welfare with the object of improving their conditions of life
- Advance the health and wellbeing of children, young people and adults for the benefit of the public
- Promote social inclusion for the public benefit by assisting those people who are socially excluded from society, or parts of society.

West Sussex Music provides accessible high quality music education and performance opportunities for all children and young people across the county.

We ensure schools have access to quality-assured music practitioners that can provide instrumental lessons, whole-class first access programmes, extra-curricular music activities, workshops, singing projects, and continuing professional development for teaching staff. We help schools to achieve the best possible outcomes for pupils and their families.

Outside school, children and young people enjoy making music with us at our Saturday and evening music centres in bands, choirs, and orchestras supporting every stage of their

musical development. Young people are also invited to participate in workshops, projects, and holiday courses.

As one of the two consortium partners of Sussex Music Hub, funded by the Department for Education, West Sussex Music works with Create Music (part of Brighton Dome & Festival Ltd) to develop a collective vision for accessible and inspirational music education.

Our vision is for West Sussex to be a place where every child and young person can explore the life-changing benefits of music: on their education, their wellbeing, and their future.

Our mission is to:

- encourage and develop the musical potential of all children and young people, with opportunities for them to progress as musicians and as people
- support young people and those who work with them to improve social, personal and wellbeing outcomes through music
- work collaboratively in partnership with and for children and young people to develop and signpost, **high quality, accessible** and **diverse** musical learning opportunities for them
- increase the music provision available for all children and young people in West Sussex

Trustee qualities

We are looking for suitably qualified and experienced individuals who will:

- share our passion for the benefits and importance of music education for children and young people
- advocate for and champion the work of WSM
- contribute constructively and effectively as a Board member
- provide strategic and policy direction, monitor goals and help set targets
- reliably attend quarterly board meetings
- support and attend events and concerts
- provide specialist support and guidance to the CEO and senior leadership team
- use their influence to bring facilitate new financial and strategic partnerships.

Trustees are expected to get to know West Sussex Music well and to respond positively to opportunities to involved themselves in West Sussex Music activities. Beyond board meetings this might include attending events and concerts, publicly supporting key initiatives, meeting with prospective strategic funders, or engaging with community partners and leaders.

Person Specification

	Essential	Desirable	Tested via
Qualifications and training			
Training in charity governance		✓	A
Musical training and/or experience of working in the music industry		✓	A/I
Professional qualifications and/or training in one of the following fields: education, charity, community work, young people, finance, marketing, HR, fundraising, business	✓		A/I
Member of a professional body		✓	A
Safeguarding training (training will be provided if necessary)		✓	A/I
Knowledge, skills, and experience			
Professional expertise and experience in an area that will assist the charity in its work [especially in education, charity, community work, young people, finance, marketing, HR, fundraising, or business)	✓		A/I
Previous experience as a charity trustee and/or board member		✓	A
Experience in developing long term strategies and to think strategically	✓		I
Knowledge of West Sussex and an understanding of our communities	✓		A
Additional attributes			
Ability to communicate effectively with a range of stakeholders	✓		I
Willingness to advocate for the Trust and demonstrate support in person at events	✓		I
Ability to draw together complex information to assess a situation or formulate a strategy.	✓		I
Ability to think creatively and be innovative through debate	✓		I

A = Application
I = Interview

Eligibility

You must be at least 18 years of age to be a trustee of a charity.

You may not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Charity Commission. Reasons for disqualification include if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement.

Information on being a charity trustee

The Charity Commission defines charity trustees as “the people who share ultimate responsibility for governing a charity and directing how it is managed and run”.

The Government outlines six essential roles of being a trustee:

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity’s governing document and the law
- Act in your charity’s best interests
- Ensure your charity is accountable
- Manage your charity’s resources responsibly
- Act with reasonable care and skill

For further information about the legal responsibilities about becoming a trustee, visit:

www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

Time commitment

Board meetings are held four times a year. Trustees are expected to attend all board meetings in person. Meetings last for approximately 2 hours. Papers are distributed one week in advance of meetings, and trustees will need to undertake the necessary preparation in advance of the meeting.

Trustees may be asked to join a sub-committee which will meet as necessary in addition to full board meetings.

Trustees are also expected to actively support events organised by the charity to gain an understanding of its work and advocate for the trust.

Remuneration

This is a voluntary position. Travel expenses, including parking, may be claimed with prior approval.

Pre-appointment and safeguarding

Applicants must be eligible to work in the UK and provide details of two professional referees.

This post is subject to an enhanced check through the Disclosure and Barring Service (DBS). All trustees are required to undertake annual safeguarding and child protection training.

Term of office

The standard term of office is three years. Trustees may reapply for consideration for a further term of three years.

Equal opportunities

WSM is committed to equality, diversity, and inclusion among our workforce and eliminating unlawful discrimination. We value diversity and particularly welcomes applications from under-represented groups of the community.

We are determined to ensure no applicant or colleague receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements that cannot be shown to be justified.

Please alert us in your application to anything we can do to make your process as accessible as possible.

How to apply

Please send your CV with the contact details of two referees and a covering letter outlining your suitability to recruitment@westsussexmusic.co.uk

Closing date

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