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Music of Life

Trustee Candidate Information



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Welcome from the Chair

Thank you for your interest in becoming a trustee of Music of Life.

Music of Life was founded in 2003 by our Chief Executive, Maria Teterina, who leads a team of professional musicians. Over the years we have demonstrated our commitment to and expertise in supporting hundreds of children and young people with disabilities, by engaging them in music-making activities, working with them individually and in groups and involving their parents, carers and school teachers. We have seen major improvements in their well-being, medical conditions, academic progress and social skills as a result.

Music of Life works with individual students with a wide range of disabilities and special schools in areas of high deprivation where there is inadequate funding for musical activities. We have proved the effectiveness of our programmes and we're growing to meet an ever-increasing demand. In 2019 we will have worked with over 300 children on a weekly basis and hope to reach even more in 2020.

We have succeeded in increasing our income by around 30% which will help to support an expanded programme in 2020, however, to continue our growth and become more sustainable, we need to diversify our income streams, reducing our dependence on Trusts and Foundations. We are therefore seeking to appoint a trustee who can lead the development of our fundraising activities.

You will be joining an active and engaged Board which has been substantially refreshed in the last 12-18 months. We have an excellent mix of skills and experience among the Board members who all share the charity's commitment to making a difference for children and young people with disabilities. Board meetings are positive and purposeful, collegiate and enjoyable.

Please read on, and if you feel you could contribute to the wonderful work that Music of Life does, we'd love to hear from you.

Best wishes,

Ray Longbottom
Chair – Music of Life Foundation



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Who are we?

[Music of Life](#) is a UK charity that provides tailored individual musical tuition, performing opportunities, group workshops and a range of associated services for children and young people with a range of disabilities.

Our vision

Our vision is for all disabled children and young people to be able to access, and benefit from, music-making opportunities

Our mission

Our mission is to build and strengthen the life skills, well-being and confidence of disabled children and young people through music making

Led by a team of professional, enthusiastic and committed people the charity uses music to enhance personal development and raise self-esteem in young people with disabilities who are interested in music making but would otherwise struggle to afford access to it.

Many of the youngsters we work with are from economically deprived families who, without our help, would be unable to fund such tuition themselves. We work with them on a regular and long-term basis and, in so doing, are able to identify and nurture talent. The wider impact of our work is however much greater than that. For instance:

Life Skills – having the opportunity to partake in high quality musical activities has been shown to have a profound positive impact on our beneficiaries. It enhances their overall educational attainment, boosts their confidence, improves their social skills, makes positive changes to their medical conditions and leaves them better equipped to capitalise on opportunities they will find in their adult lives.

Societal Perceptions – a major challenge of living with a disability is the perception held by the wider society. By enhancing the life skills of our beneficiaries and providing them with opportunities to perform as an integral part of musical organisations, we help promote positive perceptions.

For more information, please follow these links to:

[Impact Report 2018-19](#)

[Trustees Report and Accounts](#)



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About the role

Remuneration The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location London

Reporting to Board of Trustees (Executive Committee)

Introduction

To be a trustee of an organisation 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.

Music of Life wants to strengthen its current board of trustees to include a wider range of knowledge, skills and expertise to support future development plans to meet a growing demand on their services. On this occasion, the Board is particularly keen to recruit a trustee with senior level experience in developing new income streams who is also able to improve the charity's overall fundraising expertise.

Role Description

In addition to the statutory duties of a trustee, key elements of the role will be:

1. Fundraising

- Advise and actively assist in the diversification of Music of Life income streams, to develop an increasingly sustainable funding base:
 - Individual giving
 - Corporate sponsorship
 - Fundraising events
 - Other e.g. legacies
- Identify and contact potential supporters who can contribute to Music of Life financially or in-kind.



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2. Leadership

- Determine the fundraising resources and activities required as the charity grows.
- Co-lead the recruitment of fundraising staff - internal or external - in conjunction with the CEO.
- Evaluate the potential for developing a team of volunteers to organise fundraising events on behalf of the charity.
- Support the CEO and Trusts and Foundations fundraiser as appropriate.
- Ensure professional development of the fundraising staff through personal mentoring and external training.

3. Business Planning

- Work with the Treasurer to agree the annual income budget and regularly update estimates for the year.
- Contribute to the development of the 3-year plan working with the CEO and other Board members.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- 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 organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.

In addition to other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.



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- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

Person Specification

Experience:

- Proven success in raising funds or in delivering growth in a business/organisation.
- Successful experience of operating on a board in a charitable, public sector or commercial organisation.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- A proven track record of sound judgement and effective decision making.
- A track record of commitment to promoting equality and diversity.

Knowledge, skills and understanding:

- A passion for helping children from disadvantaged backgrounds. Ideally, a specific interest in disability and/or music.
- Out-going and enthusiastic with a warm personality and well-developed network.
- Commitment to the organisation and a willingness to devote the necessary time and effort.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Good, independent judgement and strategic vision.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An understanding of the respective roles of the Chair, Trustees and Chief Executive.

Time Commitment

- Music of Life Trustees will serve a 3-year term and will be eligible for re-appointment for two additional terms.
- Up to 1 ½ - 2 days per month. Board meetings are held quarterly in Central London on weekday mornings and usually last 2 hours. Focused task force meetings are held when required by conference call or at a central London location.
- Meetings with external stakeholders as and when appropriate.



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How to apply

If you're interested in becoming a Music of Life trustee and have the skills and experience to support and help further develop our organisation, please send us:

- A supporting statement illustrating your fit for this role against the criteria and experience sought, and crucially, your motivation for applying for the role;
- A current comprehensive CV, including details of two referees (who will not of course be contacted without your prior knowledge and consent).

Recruitment timetable

The closing date for applications:

Friday 7th February 2020

Interviews with Music of Life:

Week commencing 17th February 2020 and week commencing 2nd March 2020

For an informal conversation, please contact: **Marsha Gosling** marsha.gosling@russam.co.uk / 07818 509690