



**Lewisham
music**

CHIEF EXECUTIVE JOB PACK



www.lewishammusic.org

CHIEF EXECUTIVE, LEWISHAM MUSIC

CANDIDATE BRIEF

Lewisham Music is a music education charity that works with the people of Lewisham to develop musical skills and make great music. Formerly Lewisham Council Music Service, we are the music hub lead organisation for the borough with annual funding from Arts Council England.

As Lewisham Music Service we established a reputation for the musical and educational quality of our offer and over 6,000 young people make music with us each year. As a music education hub we have established a network of over 30 partner organisations, including The Albany, London Philharmonic Orchestra, London Symphony Orchestra, Lewisham Education Arts Network, Midi Music Company, Phoenix Community Housing and Trinity Laban Conservatoire of Music & Dance. We became an independent organisation in 2017, with the support of the local authority, in order to capitalise on new income streams and engage with new learners and communities.

Providing learning opportunities to young people and supporting music education in schools remain at the heart of our mission, but we want to work more closely with families, parents and local residents of all ages to celebrate the power of music as a community. We now have two years of operation under our belts and, in 2019, will move in to new premises at The Fellowship, Bellingham, a new cultural centre which includes a cinema and live music, theatre and comedy venue. This is a fantastic opportunity for us to expand the community with which we engage and create a vibrant hub for music making as a partner in Bellingham Regeneration Arts Group.

We are seeking a new Chief Executive to lead Lewisham Music as we continue to change and adapt to fulfil our potential. Our new Chief Executive will be a dynamic and creative leader with the strategic skills necessary to realise and fund our vision. An excellent team leader, you will support and develop a hardworking and dedicated team. You will have a proven track record of enriching lives through the power of music in a variety of styles and genres, attracting resources and opportunities. As a powerful advocate and communicator, you will inspire and build collaborative relationships with partners, funders, learners and communities.

To apply, please send a job application available on our website at www.lewishammusic.org/about-us/vacancies

Application forms should be sent to bromleyhrschoools@liberata.com
Please mark your email subject as 'Lewisham Music CEO'

If you would like to enquire about any further details of the role, please email Andrea Spain, Trustee, andreaspainbusiness@gmail.com

Closing date: 12 noon, Tuesday 23 April, 2019

First Round Interviews: Tues 07 May 2019

Contract: Permanent position, full-time.

Salary: In the range £58,131 to £65,769

Location: The Green Man, 355 Bromley Road, Catford, London, SE6 2RP

JOB DESCRIPTION

PURPOSE OF THE ROLE

The Chief Executive has overall responsibility for the impact, reach and quality of Lewisham Music's activities, delivering against our vision and mission, as agreed with the Board of Trustees. They take a lead role in shaping strategy, driving innovation and collaboration, while ensuring that the organisation is efficient and effective in achieving its goals.

KEY RESPONSIBILITIES

Musical Leadership

- **Powerfully advocate for and enable musical opportunity across Lewisham's diverse communities**
- **Promote and drive excellence in musical teaching, learning, creativity, performance and production that is authentic and exciting for local audiences and participants**
- **Ensure that musical opportunity is accessible, inclusive and relevant to all Lewisham residents, challenging existing practices and driving innovation where necessary**
- **Inspire, engage and empower Lewisham's network of musicians, teachers, schools, partner organisations, learners and families to inform and shape musical opportunity in the borough**
- **Maintain awareness of wider practices, policy and changing cultural trends in music education, participation, promotion and consumption**
- **Contribute musical knowledge, understanding and skills to the planning and delivery of activities, as appropriate**

Leading & Managing the Organisation

- **Provide strategic leadership to the organisation and deliver against goals as agreed with the Board of Trustees**
- **Lead long term financial and strategic planning, in response to ongoing dialogue with stakeholders,, market research and a changing public and private sector funding climate**
- **Lead, empower, inspire and develop Lewisham Music staff, promoting new and creative thinking that supports Lewisham Music to achieve its mission**

- **Oversee staff recruitment and performance management, acting as line manager to senior staff and ensuring the implementation and monitoring of induction, professional development and succession planning.**
- **Oversee the development, review and monitoring of Lewisham Music's budgets, finance and administration, maintaining clear financial management controls.**
- **Ensure a full suite of relevant policies is maintained, up to date, approved by the Board of Trustees and consistently applied**
- **Ensure compliance with all relevant legislation, including employment law, charity law, company law, health and safety and safeguarding**
- **Act as Designated Safeguarding Lead and line manage staff in their safeguarding responsibilities**
- **Embed a quality and improvement culture, combining clear management information with an effective professional development model.**

Development, Fundraising & Promotion

- **Evolve a sustainable business model for Lewisham Music, that draws on a range of income sources from a mixed portfolio of services**
- **Work closely with members of the staff team to**
 - **Attract resources and investment, through partnerships, fundraising and advocacy**
 - **Communicate a clear brand identity and sense of community amongst those who support, work, learn or participate with us**
 - **Promote musical opportunities to Lewisham residents**
 - **Ensure that funders and other key stakeholders are kept informed and appropriately consulted and that reporting requirements are met**
 - **Maintain and develop effective relationships and networks with peers, partners and key stakeholders**
 -

Working with the Board of Trustees

- **Prepare and communicate Strategic Plans, Business Plan, annual operational plan and budget for Board approval**
- **Provide appropriate presentations and reporting on progress against plans and matters relevant to the discharge of the Board's constitutional and legal obligations**
- **Assist the Board in identifying, recruiting and developing Trustees in line with established codes of good practice**

This Job description is subject to review to reflect changes to internal and external factors.

PERSON SPECIFICATION

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the role. It will be used in the short-listing and interview process. If you are a disabled person and are unable to meet some of the requirements of the role specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the role can be adapted to enable you to meet the requirements.

Essential

- 1) Experience in a senior position in a charity, voluntary or public sector organisation, including responsibility for working with and safeguarding young people**
- 2) Deep knowledge, experience and understanding of music making, creativity and learning in a range of contexts and across multiple genres**
- 3) Strong understanding of current issues and public policy in music education and the music industry**
- 4) Demonstrable commitment to ensuring equality of opportunity in musical learning and participation and experience of implementing equal opportunities strategies**
- 5) Creative, versatile and innovative, willing to work outside your comfort zone**
- 6) An excellent communicator and advocate, able to build partnerships, contacts and networks, influence people, generate commitment and secure resources**
- 7) An effective leader and team builder, able to delegate and empower others to maximise their strengths. Strong on performance management, setting targets and maintaining boundaries effectively.**
- 8) Experience of successfully managing budgets. A strong understanding of finance and funding, including a relevant funding opportunities.**
- 9) Self-motivation and perseverance. Ability to plan and prioritise workload amidst conflicting demands.**
- 10) Prepared to work flexible hours, including evenings and weekends, to meet the needs of the role**

Desirable

- 11) A qualification in music and/or music education**

- 12) Qualification or demonstrable commitment to continued professional development in arts administration or business skills**
- 13) Strong track record in fundraising and income generation**
- 14) Experience of premises or venue management and programming, and/or planning and establishing new enterprises**
- 15) Understanding of voluntary sector governance**

The Chief Executive reports to the Chair of the Board of Trustees and is accountable for performance to the Board of Trustees.