**Trustee Job Description and Person Specification**

**Music In the Community SCIO**

**Vision**

The Music in the Community project is a celebration that promotes equality of opportunity, maintaining social cohesion, building social capital and minimising social exclusion for culturally and linguistically diverse people.

**Mission**

Music in the Community actively works with people in Edinburgh to facilitate live music experiences.

We believe that music within communities brings about positive, long lasting and life changing experiences. Music breaks down barriers between people and cultures. It enables people to take part in social activities that builds confidence, skills and breaks down loneliness and isolation.

Furthermore, it is through music that these communities will be able to express their feelings, worries, hopes and dreams about their present lives, and what the future will bring to them.

We enable newly arrived & settled refugee, migrant & the Black & minority ethnic community singers, musicians, song-writers, bands, performers & people with an interest or background wanting to become employable in the music or performing arts industries by promoting their music, material & talents

**Objectives**

1. Enhancing Employability. To all wanting to become employable in the music or performing arts industries by promoting their music, material and talents through the staging of community events, workshops and social and cultural celebrations across the City of Edinburgh.
2. Enabling Social and Cultural Integration. To enable Edinburgh’s local Scottish communities and musicians and performers gain a greater awareness, understanding and appreciation of the creative contributions that different cultures can bring to and enhance the rich and cultural creative diversity of Scotland’s current and future musical heritage.
3. Building Community Cohesion and Capacity. To work with Scottish and the ‘target’ refugee, migrant and minority ethnic communities to form creative and productive working collaborations through common and mutual interests in music and the performing arts as a means of making these communities feel connected, valued and part of local Scottish communities.
4. Mentoring – to deliver an “each one teach one” mentoring programme from and in the project
5. Delivering an education programme for schools that sees young people attending events and progressing onto the Music In the Community programme post education, and Musicians working with teachers in schools to share their music experiences, and pass on their knowledge and skills.

Music In the Community SCIO is a Scottish Charitable Incorporated Organisation, Registered charity from 18 September 2020, Number SC050479

**Job Description**

**Essentials**

We are looking for someone who is a collaborator and who has experience of charity governance and working with or as part of a Board for not-for-profit organisations. We’re looking for someone who has an understanding of musicians and artists and experience of developing and implementing strategy.

# Desirables

As an extra, it would be great if the successful candidate has insight into relevant local/national government policy making, experience of developing communications strategy and experience of working in relevant sectors – music, community development, health and wellbeing, poverty alleviation etc.

# Being a trustee of Street Support will require you to:

* Work with fellow trustees to shape, drive and monitor the charity’s strategy
* Prepare for and participate fully in board meetings
* Promote the work of the charity externally
* Act reasonably in decision-making and leadership of the organisation
* Ensure the proper management and administration of the charity
* Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or on other issues where you have expertise
* Manage risks with a considered, proportionate and balanced approach
* Support the charity’s founders
* Ensure that the charity’s values are upheld in the delivery of its objectives

# The statutory duties of a trustee:

* To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To ensure that the organisation pursues its objects as defined in its governing document
* To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public
* 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, including having appropriate policies and procedures in place
* To ensure the financial stability of the organisation
* To protect and manage the assets of the charity and to ensure the proper investment of the charity’s funds

# Person specification:

* Be committed to the organisation and have sufficient time and willingness to contribute effectively to board proceedings
* Have an understanding of strategy development
* Be able to work effectively and collaboratively as a member of a team
* Be willing to speak up and remain independent of influence
* Have a reasonable level of understanding about the legal, financial, audit and regulatory requirements of a charity
* Be able to make quick and sound decisions based on an analysis of information presented to them
* Be aware of developments in the voluntary sector and areas of interest to the charity
* Have a passion for the charitable sector and social change, and an understanding of theory of change
* Manage risks with a balanced and informed approach
* Be committed to the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

# Diversity

Music In the Community aims to have a board that represents a diverse range of backgrounds and perspectives, but we have some work to do to achieve this. We would really like to increase the diversity on our board in the following areas:

* Gender
* Ethnicity
* Socio-economic background

# Terms and conditions of appointment Time commitment

Board meetings are usually held every 2 months.

Outside of board meetings, trustees are asked to champion the work of the charity to their contacts and networks. In addition, staff sometimes consult with trustees on particular subjects.

Trustees will spend up to a day each month on charity business.

# Location

Music In the Community is based in Edinburgh. Meetings usually take place digitally or in Edinburgh.

# Probationary period

The successful candidate will have a three-month probationary period to ensure that it’s the right fit for both them and us. Throughout the first three months, our Chair will have regular check-in’s to discuss how the appointment is going and to offer/receive feedback and to provide any support needed.

# Remuneration

This role is offered on a voluntary basis. All travel and subsistence expenses relating to trustee duties and responsibilities will be reimbursed in full, up to the limits set out in our expenses policy.

# Length of appointment

Trustees are appointed for a three-year term and can serve a maximum of three terms (maximum of nine years).

# Application

Please see our website for further information and provide a CV and outline of the value you would add to our organisation to roger@musicincommunity.org