



## **Come and Join MusicSpace as a Trustee**

MusicSpace is a well-established charity that's been providing innovative music therapy for people of all ages across Bristol and the Southwest since 1991. Music therapy uses music & sounds where words may be difficult to find. Our Health Care Professional Council (HCPC) registered music therapists use music-making to help people communicate, express themselves and start building relationships.

We have recently completed and delivered a major review of the Charity operations. Now is an exciting time to join us to ensure ongoing success and sustainability of the Charity.

We are now seeking committed people to join us as a Trustee. We're currently looking for up to 4 people who can bring expertise to the charity. We are keen to hear from anyone who is willing and able to commit time to join the trustee board and ensure the future success of the Charity.

We are particularly looking for skills in 3 areas:

1. Finance
2. Social Media/Fundraising
3. Someone who has lived experience of music therapy as a carer or service user.

Our trustees play a vital role in developing forward-looking, innovative strategies, and typically contribute around 4-8 hours of their time a month.

### **About the Role of Trustee**

As a Trustee, you will support the development of the strategic plan and provide oversight of its implementation. In addition, Trustees ensure that MusicSpace delivers its statutory obligations as a Charity. Using your knowledge, skills and experience, you will ensure that MusicSpace wisely manages its resources and maximises impact.

### **We ask Trustees to:**

- Bring expertise to the charity that will help to develop forward-looking music and performing arts strategy.
- Ensure that MusicSpace complies with all relevant legislation and regulations within charity and company laws.
- Contribute actively to the board's responsibility for the strategic direction of MusicSpace, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Attend meetings of the board and undertake the necessary preparation to be able to fully participate in board meeting discussions.
- Safeguard and promote the well-being and welfare of the Charity's beneficiaries.
- Apply appropriate scrutiny to budgets and accounts to ensure the financial stability and sustainability of MusicSpace.

## Skills and experience that we are looking for:

### You must have:

- ★ A commitment to the vision and values of MusicSpace
- ★ Ability to work effectively as a member of the team
- ★ Ability to communicate effectively with different audiences
- ★ Ability to think creatively and be receptive to new ideas
- ★ Ability to assimilate complex information, develop strategies and make sound independent decisions
- ★ Ability to monitor performance and hold leadership to account, where necessary

Professional expertise or experience in an area in one or more of the following areas would be very beneficial:

1. Finance/accounting
2. Experience as a carer accessing therapies for your dependant.
3. Fundraising (particularly experience of fundraising and networking in the local area)
4. Marketing including online/traditional, website, social media

It would be great if you also had:

1. Understanding of the legal duties, responsibilities, and liabilities of Trusteeship
2. Knowledge of safeguarding for children and vulnerable adults
3. Experience of music, performing arts or creative industry

\*\* You may not act as trustee if you are disqualified under the Charities Act \*\*

## Recruitment Process

The Recruitment process will involve an interview with the chair and the Director.

Successful candidates will participate in an induction programme and engage with the professional development opportunities the charity offers.

## Remuneration

This is a voluntary unpaid position. Reasonable travel expenses will be reimbursed.

## Board Meetings and Time Commitment

Board meetings currently take place 6 times a year on a Tuesday evening, and we have at least a once annual trustee away day. Most board meetings are held online however one or two meetings per year will be held in person at a venue in Bristol. Additionally, Trustees may be asked to take part in small project groups to address specific issues. Typically, trustees commit between 4 and 8 hours of their time per month.

## **DBS Requirements**

This post is subject to an enhanced check through the Disclosure and Barring Service (DBS)

## **Terms of Office**

The maximum term will be 9 years however Trustees are reappointed every few years based on the terms of the articles of association.

## **Safeguarding**

MusicSpace is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

## **Equality & Diversity**

MusicSpace encourages applications from all sections of the community. We value diversity and promote inclusion, which we demonstrate through our activities, as well as in our policies and working practices. Reinforced by our culture and values, we seek to create an inspiring and inclusive place to work and learn.

## **How to apply**

If you would like to contribute to the development of this great charity, please send your CV and a brief covering letter explaining why you would like to join this board to [Sarah.Newell@MusicSpace.org](mailto:Sarah.Newell@MusicSpace.org). If you would like more information, please also send an email with your contact details to the same email address and either the Director Sarah Newell or Chair Debbie England will be in touch. We are hoping to recruit by the summer of 2025.