



JOB DESCRIPTION

JOB TITLE: CHIEF EXECUTIVE

Job Purpose: To provide leadership and strategic direction in the day to day operation of Richmond Music Trust, developing and maintaining access to high quality music services for young people, students & others in and around the London Borough of Richmond upon Thames (LBRuT) in line with its charitable and other aims.

Accountable to: The Board of Directors,

Reporting to: The Chair.

Key Responsibilities:

1. Strategy

Key tasks

- To advise the Board on the development of business and educational strategies that will fulfil the aims of the Trust and set a clear direction.
- To implement, monitor and review the strategies, reporting progress to the Board.
- To identify and respond to the needs of all stakeholders including students and parents, schools, local and central government and the local community.
- To work with the SMT to prepare and implement the annual business plan.
- To maintain and develop RMT's role as lead organisation in the local Music Education Hub and ensure that the core and extension roles of the National Plan for Music Education are fulfilled.

2. Leadership, Management & Administration

Key tasks:

- To take responsibility for all aspects of the management, administration and leadership of the Trust.
- To oversee the small group/individual instrumental and vocal tuition scheme (currently teaching approximately 3000 students per week).
- To oversee the Wider Opportunities in Music programme established in 95% of borough schools (currently teaching approximately 2000 children per week).
- To lead the RMT team in maintaining and developing strong links with schools through ongoing communications, advice and support, CPD opportunities and large-scale cross-borough vocal and instrumental events.
- To work with the Head of Music Therapy, overseeing the continuing growth and development of the Music Therapy Department, currently twenty music therapists seeing approximately 250 clients per week.
- To work with the Finance and Operations Manager to lead and manage the Trust's HR function, including recruitment and selection of staff, contracts of employment, pay policies and other employment related matters eg. pensions, statutory entitlements, disciplinary and grievance policies and procedures etc.
- To manage and keep the Board informed of operational and financial performance and risk.
- To take primary responsibility for Health & Safety across the organisation
- To ensure rigorous and comprehensive Child Protection policies and procedures are in place and are implemented including regular DBS checks, reference checks and ongoing Safeguarding training.

3. Governance

Key tasks:

- As a Director of the Company and member of the Board, to take individual and collective responsibility for the success of RMT.
- To work with the Board to maintain and develop policies and processes that ensure accountability, fairness and transparency.
- To work with the Board to ensure compliance with relevant laws and regulations including Company and Charity law.
- To fulfil the role of Company Secretary, convening quarterly meetings and ensuring the Board comply with the Company's constitutional obligations.
- To maintain Company books and ensure the filing of all statutory annual returns to Companies House and the Charities Commission.

4. Finance, Funding and Fundraising

Key tasks:

- To work with the Finance and Operations Manager to set appropriate budgets, monitor income & expenditure, ensure budget control & provide regular financial & management reports to the board.
- To advise the board on the pricing policy for tuition and other activities.
- To develop new funding streams and attract grants and sponsorship.
- To oversee the annual audit and production of the Annual Report & Accounts.
- To complete and submit the required data and documentation to Arts Council England (including the annual return) to release the DfE Music Education Hub grant

5. Stakeholders and Partnerships

Key tasks

- To maintain strong partnerships with, and provide added value to, all stakeholders including families, schools, LBRuT, Department for Education, Arts Council England, community groups and other relevant organisations and people.
- To establish new partnerships with educational and other organisations eg new schools, Multi-Academy Trusts etc.
- To maintain links with other music services in the region particularly through the South West London Music Educational Partnership (SWLMEP)
- To maintain strong partnerships with existing Local funders including Hampton Fuel Allotment Charity, Richmond Parish Lands Charity and Barnes Workhouse Fund.
- To contribute to a multi-agency approach to children and adult services through the provision of music therapy and other complementary services.

6. Quality Assurance

Key tasks:

- To ensure that the services provided by Richmond Music Trust are of a consistently high quality.
- To promote and support professional development opportunities for all members of staff.
- To ensure all music therapists have access to regular management and clinical supervision meetings.
- To ensure that procedures are in place to obtain client feedback on the quality of service provision.

7. Advocacy

Key tasks:

- To promote the importance of music in education
- To promote RMT as a high quality provider of music services.
- To promote the therapeutic qualities of music and its importance for general health & well being.
- To promote the power and effectiveness of music therapy.

8. Business meetings

Key tasks:

- To co-ordinate & attend meetings of the full Board of Directors/Trustees, Safeguarding and Remuneration sub-committees and to lead Senior Management Team (SMT) meetings.
- To attend meetings with LBRuT, Government officers and a range of external bodies as required.

9 Projects & other activities

Key tasks:

- To oversee the development and promotion of a variety of musical activities/projects aimed at giving the widest possible access to young people and others in and around the LBRuT.

10. Representation of RMT at local, regional & national level

Key tasks:

- To represent RMT in various local, regional & national forums e.g. Arts Richmond, South West London Music Education Partnership (SWLMEP) Music Mark.

11. Any other activities as directed by the Board in order to fulfill the charitable aims and strategic objectives of the Trust.