

## Chief Executive

We are looking for an energetic, caring and committed individual to become our new Chief Executive, to lead our young team and help take our charity to the next level. If you are passionate about music and about supporting young people to make their way in life, you feel you have leadership qualities, and you have broad experience of different roles within the charitable sector, you may be the person we are looking for.

### Background

#### School Ground Sounds

School Ground Sounds (SGS) uses the power of music to transform the lives of disadvantaged young people. We have been operating since December 2014, based in Brixton, and have benefitted over 700 young people since that time.

We believe that the opportunities that music presents for personal expression and creativity, for shared, collaborative experiences and for positive achievement should be available to all young people regardless of background. Our programmes don't just develop musical talent. They build young people's confidence and life skills, supporting their transition into adulthood.



Our existing programmes are aimed at two distinct age groups.

For 11-16 year-olds we work with youth centres and secondary schools, targeting pupils who are most in need, for example, those from lower income backgrounds or considered at risk of exclusion from school/with behavioural issues. We offer a programme of after school songwriting workshops and recording studio experience through delivery in schools and youth clubs.

For the 16-24 age group we target those Not in Education, Employment or Training (NEET), including those who are potentially interested in making a career in music. We enable participants to build music industry insights, skills and contacts and to develop transferable skills. With the help of our network of more than 70 music industry professionals, we are an intermediary for young people who may otherwise lack opportunities in the industry. We offer recording studio experience, one-to-one mentoring with industry professionals, our seven-week industry crash-course 'The Grit School', paid live performance opportunities, and 'From Scratch' album-recording projects, including projects working with groups who have had contact with the youth justice system.

The Covid pandemic has inevitably held back our ability to run our face-to-face activities (albeit we have developed and delivered some online activities instead), but as we emerge we are envisaging an exciting period of growth. In response to the increasing need and demand we are looking to expand the number of programmes which we run, most notably the number of schools in which we run our after school songwriting and music workshops. To enable the funding of this expansion we have recently recruited a dedicated Fundraising and Communications Manager at 2 days a week, to start in June. In addition, over recent months we have also invested in a Monitoring and Evaluation system called Views which will streamline our data collection and reporting, giving us stronger operational control and a much improved ability to evaluate impact. This new system will also be a key enabler for growth.

Our Founding Director, Tom Scott, after a term of 7 years has decided that he would like to step aside. Tom will continue to be involved with SGS as an ambassador, an adviser, a trustee and a

coach for the young people, but the trustees now wish to recruit a new Chief Executive at 3 – 4 days a week to take the charity forward during this next stage of development.

Our income in 2020 was £130k (down slightly from £133k in 2019 due to Covid); in 2021 we are aiming for £185k, and still more in 2022.

### **The team & governance**

In addition to Tom, we currently have a core team of 5 people, all part-time:

- Sarah-Nell Moullier – Programme Director for the 16 – 24 year old age group
- Claire Stevens – Programme Director for the After School programme, for 11 – 16 year olds
- Matty Chiabi – Mentoring Programme Coordinator
- Teshay Makeda – Youth Leader and responsible for the SGS House Band, a pilot programme to develop and provide performance opportunities for instrumentalists
- Liam – a Youth Leader providing additional support on many of the programmes

We have recently recruited a Fundraising and Communications Manager, who starts on 1<sup>st</sup> June. We also make extensive use of our network of music industry professionals and youth workers in delivering the programmes.

We currently have four trustees:

- Tom Keohane (Chair) – a partner at the Berkeley Partnership, a management consultancy, and ex-drummer in a band
- Dr Tilean Gordon – a psychologist and behavioural change specialist
- Jack Keeling – a brand and marketing specialist
- Charles Scott (Treasurer) – retired management consultant, now school governor, trustee of Right to Succeed and chairman of a 500 person mechanical engineering business

We are in the process of recruiting two additional Trustees - one with experience in fundraising and one with links into the music industry.

Charles Scott also provides day-to-day pro bono support with bookkeeping and fundraising.

In addition we have two advisory boards, whose members provide expert input for the Programme Directors.

### **Job Specification**

#### **Summary**

Chief Executive

3-4 days/week, with flexible working and holiday arrangements

Salary: £42,000 pa pro rata

The Chief Executive will act as a key ambassador for SGS to the outside world and the key influence in creating a productive, supportive and collaborative environment for the team. They will be responsible for setting overall direction, for day-to-day management of the team and for oversight of all the charity's activities, specifically:

- Setting and agreeing overall strategy with the trustees and team
- Updating and agreeing the 3 year plan
- Recruiting and managing the team
- Evolving the organisation and its ways of working as the charity grows
- Managing the advisory boards and appointing new members
- Working with the Programme Directors to develop and deliver our programmes, whilst monitoring their quality and effectiveness/impact

- Working with the Fundraising Manager to agree and execute fundraising strategy, including management of key funder relationships
- Financial planning, budgeting and reporting
- Acting as Designated Safeguarding Officer
- Preparing for and attending trustee meetings

### **Skills and Experience Required**

#### Essential skills / experience

- Demonstrable leadership qualities
- Ability to think strategically and tactically
- Ability to focus on, and interest in, effective operational execution
- Excellent communication skills, both written and spoken
- Strong relationship skills, able to build and maintain effective relationships with different types of external parties and with members of the team
- Team building and management skills, the ability to organise and get the most from others
- Experience of the charitable sector
- Interest in music
- Experience of working with young people

#### Desirable Skills and Experience

- Knowledge of the music industry
- Musical ability
- Track record of credibility with the people and communities in which we operate

### **Timetable and process for recruitment**

Candidates are invited to submit their CV and a cover letter explaining their interest in and suitability for the role.

- Receipt of applications: 1 – 31 May
- First interviews: w/c 7 June
- Informal meetings with team members: w/c 14 June
- Second interviews & make offer, subject to references: w/c 21 June
- Start, subject to availability / notice period, mid – end August.