

A person with dreadlocks is shown in profile, wearing a large, fluffy hat and headphones. They are positioned in front of a professional microphone with a pop filter. The background is a soft, purple and blue light, suggesting a recording studio environment.

Lewisham
music

Join
our
team

Trustee recruitment pack

Introduction

18th April 2024

Thank you for your interest in joining Lewisham Music's Board of Trustees.

It is both an exciting and challenging time to join us. Alongside recent strategic developments and successes (which are explored in more detail later in this document), we are particularly proud of the work we have done to make Lewisham Music an inclusive, locally focused charity which engages with all of Lewisham's communities. We have diversified our offer and partnerships to give maximum opportunities to the young people we serve, from learning an instrument in primary school right through to careers-focused programmes for young adults.

It's also a time of change, with Department for Education and Arts Council England (our main funders) conducting the [Music Hub Investment Programme](#) which will reshape how music education in England is structured. Whilst we have significantly diversified our funding with support from trusts, foundations, livery companies and corporations, our core government funding has reduced every year while costs have increased and the spending power of parents/carers and schools is stretched. We are a dynamic and resilient charity with reasonable reserves, however effective financial systems, management, and modelling is more important than ever. We have a dedicated team and board who are working hard to navigate these challenges but would welcome additional expertise and support. That is why we are now recruiting to find a new trustee with a financial background. We are open to exactly what this looks like, you could be an accountant; a business owner or business manager; you could work in banking, investment or another related field. As well as bringing this additional expertise to full board meetings, we are ideally looking for someone to Chair our Finance and General Purpose Committee. You may also become the Treasurer if this is something that you and the other trustees approve of.

You will have a small bit of spare time to give to a great cause. We hope that you will have a link to the borough of Lewisham. It might be where you live, where you grew up, or where you work. Most importantly, our mission and work will resonate with you. Not only does becoming a trustee help you to contribute to a cause or community, it allows you to develop your own network, skills and experience which will benefit you personally and professionally.

This pack gives information about the charity, the role of Lewisham Music's trustees, and how you can apply. If you require any more information or would like an informal conversation about this opportunity with myself or an existing board member, please get in touch.

Many thanks for your time and interest.

Charly Richardson

Chief Executive

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About Lewisham Music

Mission statement

Lewisham Music is an award-winning charity that creates positive change in young people's lives through music.

Context

- Lewisham Music is the lead partner for Lewisham Music Education Hub, covering the London Borough of Lewisham
- Lewisham Music Service was 'spun out' from Lewisham Council and became an independent charity (Lewisham Music) on 1st April 2017
- Lewisham has 65 active Music Tutors; 12 office/management positions; and 1 freelance producer position (Furthering Talent programme)
- Our annual turnover is £1.1-1.2million, a mix of core Department for Education/Arts Council England funding, traded income and project-specific funding from national funders, trusts, foundations and corporations
- There are 85 Department for Education funded schools/colleges/alternative provision settings in the borough
- Lewisham ranks as the 48th most deprived of 326 local authorities with one of the areas of highest deprivation found in Bellingham ward where our premises at The Fellowship is located
- Lewisham has the highest proportion of children and young people (29.6%) in economic deprivation in England
- In 2022/23, 27.1% of Lewisham school children were on Free School Meals (English national average of 23.8%)
- 76% of Lewisham schoolchildren are from Black, Asian, mixed-heritage or other non-white backgrounds.

How we are constituted and funded

We are a Charitable Incorporated Organisation (registered charity number 1169721), and the lead partner for Lewisham Music Education Hub. [The power of music to change lives: a National Plan for Music Education](#) broadly acts as the foundation for Lewisham Music's charitable work and is the basis for our governmental remit and funding, which comes from the Department for Education (DfE). Arts Council England (ACE) are the fund-holder for DfE's Music Hub Grant, and are responsible for monitoring the effectiveness of all Music Education Hub lead organisations, including Lewisham Music.

What do we do?

In partnership with local and national organisations, we deliver and support a range of musical opportunities in schools and community settings across the London Borough of Lewisham. Our core funding supports work with 5-18 year olds, but we also deliver careers-focused programmes for 18-30 year olds.

We work with schools across the borough, many on a weekly basis. Our Music Tutors deliver weekly music lessons to whole classes, small groups and individual pupils. We hire instruments to support school music provision, and produce inspiring events and performance opportunities. But we don't just offer services to schools, we have an official government remit to support and enhance their music curriculum. This means delivering networking opportunities, training, Continuing Professional Development and professional advice and support for teachers and Senior Leaders.

We also operate after-school, weekend and holiday provision in the community to allow young musicians to progress their musical journey outside of school. These activities cover a broad range of instruments and styles, everything from classical violin and concert bands and orchestras to folk and jazz groups, rap collectives, an R&B choir, Samba groups, rock bands and much more.

We put ourselves at the heart of music in Lewisham. We work in partnership with and connect organisations delivering music provision in the local area and beyond. We advise families on local, regional and national opportunities which will allow their young people to progress their musical journey.

Our diverse offer includes:

- **Whole Class Ensemble Tuition (WCET)** offering primary school classes the opportunity to learn an instrument
- **Individual and small group instrumental and vocal/singing lessons**
- **Ensembles, choirs, bands**
- **Music theory/musicianship classes**
- **Instrument hire** so young people can try an instrument without having to purchase one
- **Music production** classes and use of a range of **music technology**, including Assistive Music Technology
- **Rap and lyricism** and **songwriting**
- Access to musical resources including **e-learning** and **music production software**
- **Creative holiday programmes**
- **Live events, gigs and concerts**
- **Professional musical experiences** with partner organisations
- **Socially focused programmes** targeted at young people facing challenges
- **Creative industry focused** programmes and workshops for 18-30 year olds interested in a career in music, music education, or the creative or media industries more broadly
- **Support for music professionals** through training, Continuing Professional Development, professional advice, and networks.

In June 2019 we moved into new premises at [The Fellowship Inn](#), Bellingham, a cultural centre which includes a cinema and music venue. This has enabled us to expand our offer and engage new communities, creating a vibrant hub for music-making in Bellingham and beyond.

As well as being an education-focused organisation, we believe strongly in the social and personal impact that music can have on individuals and communities, and have a strong reputation for socially-focused programmes. We have developed cutting-edge approaches to measuring the personal and social impact of our work on our [Impact Hub](#).

We are passionate about making music education accessible and inclusive. Equity, Diversity, and Inclusion (EDI) is at the heart of our work and has been central to our evolution. Click for more information on our [Vision and Values](#), our [EDI Strategy](#) and our [Remissions Policy](#).

Our partners

Our network of [Hub partner organisations](#) includes local organisations such as Midi Music Company, The Albany and Goldsmiths University; referral and community partners like Phoenix Community Housing, Lewisham Virtual School and Youth First; and regional and national organisations such as Sound Connections, Music Mark and London Symphony Orchestra.

More information about our aims, vision, activities, projects, and policies can be found on our website:
www.lewishammusic.org



Our reach

Last academic year Lewisham Music had the following impact across the borough of Lewisham:

CHILDREN AND YOUNG PEOPLE

- Worked with over **6700 children and young people** every week.

SCHOOLS

- **Worked with 76 schools** (89% of schools in the borough).
- 188 programmes of regular music-making across 49 schools, totalling over 375 hours per week.
- Supported 45 schools to develop their singing and 54 schools with professional advice and training.

IN THE COMMUNITY

- Provided **34 community music groups**, bands, orchestras and choirs.
- Provided **700 young people with additional subsidies** to support their learning progression.
- Delivered over 600 hours of free music workshops
- Delivered over 1200 free individual music lessons to low-income families
- 300+ hours of targeted support for care-experienced and unaccompanied asylum-seeking children.

PERFORMANCES

- Delivered **25 performances involving around 2800 children and young people.**

INSTRUMENTS

- **Loaned over 3000 instruments** to children and young people.

SEND

- Delivered 300 hours of tuition in Lewisham special schools, including over 100 hours of 'Open Orchestra' sessions with Greenvale school.
- In partnership with Live Music Now, worked with 106 special school pupils and 45 special school staff.

PARTNERSHIPS

- Worked with **21 local partner organisations** (including Heart n Soul and Goldsmiths University); **19 regional and national organisations** (including London Philharmonic Orchestra and Tomorrow's Warriors) and **14 referral and community partners** (including Youth First and Lewisham Local).

SECTOR SUPPORT

- Delivered or supported 177 hours of Continuing Professional Development
- Supported 41 teachers through CPD, training, networking events and advice sessions
- Employed, trained and supported a music education workforce of 54 Music Tutors
- Delivered over 75 hours of creative industry skills training for local young people.

LOCAL ECONOMY

- Employed 66 people
- Brought in over £1.1 million of funding and income into the local economy
- Delivered 2 major programmes to support 18-30 year olds into the creative industries
- Over 200 hours of paid work for 4 young creatives.

AWARDS

- Won the 'Try Something New' Award at London Youth Awards 2022.

What is a trustee?

Trustees are unpaid volunteers who lead charities and decide how they are run. You may have heard them called board members or the board. Trusteeship is a great way of contributing to causes you care about and developing strategic and leadership skills at the same time.

Anyone can be a valued trustee, regardless of how junior or senior you are in your career; if you are disabled or neurodiverse; and whatever your ethnicity, nationality, social 'class', financial situation, religion, gender identity, or sexuality. Boards thrive when their trustees represent a range of skills, experiences, and backgrounds.

You can find out more information on becoming a trustee [here](#).

Lewisham Music's Board of Trustees

Lewisham Music is lucky to have a strong Board of Trustees who you would be working alongside. They represent a broad mix of skills and perspectives.

Name	Board role	Committees	Trustee since	Current/recent non-Lewisham Music role
Dame Joan Ruddock (DBE)	Chair of Trustees	Finance and General Purpose Committee	20 March 2019	Former MP for Lewisham Deptford and minister- <i>British Labour Party</i>
Fiona Lambert	Trustee Safeguarding lead	Personnel Committee	10 December 2018	Director of Participation- <i>City of London Sinfonia</i>
Susie York Skinner	Trustee Deputy Chair	PR & Fundraising Committee	10 December 2018	CEO- <i>National Youth Jazz Orchestra</i>
Robert Kiruta-Kigozi	Trustee	PR & Fundraising Committee	22 July 2021	Business Strategy Consultant - <i>Ensono Digital</i>
Audrey Bleazard	Trustee	PR & Fundraising Committee	22 July 2021	PR/ Communications consultant (self-employed)
Jim Ripley	Trustee	Personnel Committee	23 March 2022	Former CEO- <i>Phoenix Community Housing</i>
Lateefah Brown	Trustee	PR & Fundraising Committee	19 July 2023	DJ, radio host and creative content writer
Nadiyah Hoffman	Trustee	Finance and General Purpose Committee; PR & Fundraising Committee	19 July 2023	Leasing Legal Analyst – Unibail-Rodamco Westfield

You can see more information about our wonderful trustees [here](#).

What is the commitment?

- **Attendance at full board meetings every two months in person.** 6–8pm (usually Wednesdays) at Lewisham Music's offices above The Fellowship Inn in Bellingham, SE6 3BT. Hybrid options are possible when necessary. Although there may be the odd occasion when you cannot attend a meeting, we expect a strong commitment and regular attendance.
- **Reading of agendas and papers sent out in advance of board meetings.** Usually sent at least one week in advance.
- **Additional reading of documents and emails in between meetings.**
- **Attending some events, gigs, and concerts** when you can.
- **Potentially joining a committee which fits your interests/skills**– they meet every 2–3 months for 1–1.5 hours, online (we envisage that you would join the Finance and General Purpose Committee.)
- Attendance at an occasional board 'away days', maximum 1 per year).

Future dates

Future Board meetings for 2023 are:

- 6pm–8pm on Wednesday 10th July 2023
- 6pm–8pm on Wednesday 2nd October 2023
- 6pm–8pm on Wednesday 4th December 2023

All in person at Lewisham Music's premises above The Fellowship Inn in Bellingham, SE6 3BT.

What are we looking for?

We follow the ['Nolan principles'](#) which states that people who hold positions of public office should act with:

- **Selflessness:** They should act solely in terms of the public interest
- **Integrity:** Ensuring that any interests or relationships are declared and do not have an inappropriate influence on their work. They should not act or take decisions to bring financial or other benefits to themselves, their family, or friends.
- **Objectivity:** They must take decisions impartially, fairly and without bias.
- **Accountability:** They are accountable to the public for their decisions and actions.
- **Openness:** They should act and take decisions in an open and transparent manner.
- **Honesty:** They should always be truthful.
- **Leadership:** They should exhibit these principles in their own behavior and treat others with respect. They should actively promote and support these principles and challenge poor behavior.

We are looking for someone with significant financial expertise. We are open to exactly what this looks like, you could be an accountant; a business owner or business manager; or work in banking, investment or another related field. As well as bringing this expertise to the board, we are ideally looking for someone to Chair our Finance and General Purpose Committee. You may also be formally named Treasurer if this is something that you and the other trustees approve of.

We hope that you will have a link to the borough of Lewisham; this might be where you live, where you grew up, or where you work.

What is most important is that our mission and work resonates with you. You will have the opportunity to join the board at a pivotal point in our journey. You should be driven, creative and open to taking up a position of leadership to both challenge and support our decisions.

We would welcome interest from anyone with these skills and interests. However we are particularly interested in applications from individuals who may be under-represented in the music and arts sector and particularly at board level e.g., those from Global Majority backgrounds (Black, Asian, Mixed Heritage or other non-white backgrounds); those who identify as disabled or neuro-diverse; those who are transgender or non-binary; or those whose sexuality is something other than heterosexual.

The role of Lewisham Music Trustees

Lewisham Music Trustees are responsible for:

Oversight and support

- Ensuring that the charity is run effectively, efficiently, and safely and is delivering its charitable objectives
- Supporting the Chief Executive and other Lewisham Music employees to make good decisions which are in the best interests of the charity
- Constructively questioning, challenging, and offering critical oversight
- Offering different perspectives and opinions on joint decisions, challenges, and opportunities

- Cross-examining Lewisham Music activities and services to assure value for money, quality, and equity of access.

Strategy

- Receiving and examining reports on charity progress and developments
- Playing a key role in shaping the charity's vision, strategy, and priorities.

Advocacy

- Representing and advocating for Lewisham Music, for example to funders and the community
- Representing Lewisham Music at public events, gigs, and concerts
- When needed, lobbying, and advocating for Lewisham Music to decision-makers and government departments
- When needed, representing Lewisham Music in the media
- Using your own networks and knowledge to advance the charity's visibility and charitable objectives.

Financial

- Approving budgets, business plans and other financial decisions
- Overseeing effective use of charity assets (funds and equipment/instruments) and reviewing liabilities (for example debts or pension liabilities)
- Reviewing management accounts throughout the year to ensure the charity is 'on track' with budget predictions
- Ensuring the long-term financial viability of the charity, for example ensuring there is adequate reserves
- Ensuring that the charity is complying with the requirements of its funders.

Legal & Governance

- Oversight of charity audits for the Charity Commission
- Managing charity risks (financial, operational, reputational)
- If they arise, supporting the Chief Executive with any grievances, disputes, or legal challenges
- Ensuring the charity meets all its Health and Safety obligations.
- Voting in any new trustees.

Staffing

- Ensuring that Lewisham Music is meeting all its legal and moral obligations as an employer
- Potentially being on the interview panel for prospective trustees or directors/managers
- Offering support to other trustees and Lewisham Music employees.

Policies

- Where necessary, shaping, and approving charity policies and procedures.

Lewisham Music Education Hub/Arts Council England

- Lewisham Music's Board of Trustees also acts at the governance group for Lewisham Music Education Hub.

What qualities do trustees need to offer?

Lewisham Music Trustees should be:

- Confident networking and building links and partnerships
- Able to use their own knowledge and skills to support other Lewisham Music trustees and employees
- Able to work collaboratively and constructively
- Committed to the safeguarding of children and vulnerable adults

- Willing to challenge, be challenged and accept new ideas and ways of working
- Committed to Equity, Diversity and Inclusion and social justice
- An advocate and believer in the power of music to change lives.

Committees

We ensure that we are effectively utilising the skills of our trustees through our committees, who usually meet online for 1-1.5 hours every 2-3 months and report to the full board.

Personnel Committee

Membership: Charly Richardson (CEO), Fiona Lambert (trustee), Jim Ripley (trustee)

Scope: Staffing, pay, performance management, HR.

Finance and General Purpose Committee

Membership: Charly Richardson (CEO), Simon Francis (Director of Business & Operations), Joan Ruddock (chair), Nadiya Hoffman (trustee)

Scope: Finance, auditing, asset management, building operations and lease.

It is important that the new trustee feels able to join -and potentially chair- the Finance and General Purpose Committee.

Fundraising and Public Relations Committee

Membership: Charly Richardson (CEO), Robbie Hurst (Communications, Marketing & Programme Manager), Keith Sykes (Director of Community Programmes), Audrey Bleazard (trustee), Robert Kigozi (trustee), Susie York Skinner (trustee), Nadiya Hoffman (trustee).

Scope: Communications, Public Relations, charity visibility and 'brand'. Strategically developing funding opportunities with trusts, foundations, and corporations.

Length of appointment

Trustees are initially appointed for a 3-year term from the date of the first full board meeting they attend. Trustees can be re-appointed up to a maximum of 6 years.

Conflicts of interest

- This is a voluntary role and trustees are not paid.
- Trustees must declare any perceived or real conflicts of interest which may impact their ability to undertake this role.
- Trustees cannot also be employees or contractors of Lewisham Music.

Safeguarding

Lewisham Music is committed to ensuring its activities take place within a safe and secure environment for children, staff, volunteers, and visitors. We seek to promote a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. You can read our safeguarding policy [here](#).

We expect all trustees to share this commitment. **All trustees will undergo an enhanced DBS check on appointment.**

How we will support you

We will provide the following support so you can get the most out of joining our board:

- **Trustee induction training**
- **Support from an existing trustee 'buddy' if needed**
- **Travel and other reasonable expenses if needed.**

How to apply

Please send your CV and either a covering letter (maximum 2 x A4 pages) or video (maximum length of 3 minutes) explaining why you are applying to charly.richardson@lewishammusic.org.

Deadlines/timeline

Application deadline: *This is an open recruitment call which we will close once the right candidate has been interviewed.*

Interview: Any shortlisted candidates will be invited to an informal online interview with Charly Richardson (CEO), Dame Joan Ruddock (chair) and another trustee.

Board meeting dates

If your application is taken forwards, you will be invited to attend the next board meeting, where you will meet fellow trustees who will then vote on whether to formally co-opt you onto the board. All full board meetings are held at Lewisham Music's offices above The Fellowship Inn, SE6 3BT.

The next board meetings are:

- **Wednesday 15th May 2024**
- **Wednesday 10th July 2024**
- **Wednesday 2nd October 2024**
- **Wednesday 4th December 2024.**

A woman with dark hair is singing into a microphone on a stage. She is wearing a dark top. In the foreground, a man with curly hair is looking towards her. The background is dark with blue and purple stage lighting. The text "We look forward to hearing from you soon!" is overlaid in white on a black background.

**We look
forward to
hearing
from you
soon!**