



EVOLVE MUSIC

TRUSTEE RECRUITMENT PACK 2021

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1. About Evolve Music

1.1 Who are we?

Evolve Music is a charitable incorporated organisation (CIO) operating in South West England.

At Evolve Music we love bringing people together to play, experiment and unleash their inner creativity through music and sound.

Sound is our creative tool. This could be the sounds made by a musical instrument, the human body or something in the world around us. Anything really! We believe that the word 'sound' is more accessible and avoids preconceived connotations that the word music carries. You don't need to be able to play a musical instrument or be a bedroom music producer. Sound is for everyone, and anyone can use it to tell a story, transport them to another world and as a tool to unlock a person's innate creativity.

We work in collaboration with communities, enabling them to have creative agency, learn new skills and experience exploring sound using a variety of traditional, world and electronic instruments.

People are at the heart of our organisation and we are committed to inclusive practice and standing up against any form of discrimination. As part of our Equity, Diversity and Inclusion Action Plan we are taking steps to diversify our workforce including recruiting Black, Asian and ethnically diverse trainee music leaders, supporting and mentoring underrepresented individuals to gain experience in leadership roles and continuing to challenge the sector in the process.

We are not afraid to learn, make mistakes and show our commitment to be inclusive with the support of people with lived experience.

1.2 Our Vision, Mission and Values

VISION

Community music in South West England will evolve to enable everybody to explore sound, create music and tell their story.

MISSION

To enrich the lives of families, young people and adults using sound and music.

Evolve Music operates and delivers its work to achieve our mission and defines this mission with these three words “Creating Sound Communities”.

VALUES

Evolve Music is committed to the following values within our internal and external work:

- Diversity and Inclusion
- Relevant to people & the wider sector
- Transparent
- Positive
- Strategic
- Building meaningful partnerships

1.3 What We Do

We deliver inclusive sound exploration and creative music programmes for families, young people and adults. In addition to this we are striving to provide high quality workforce development for music leaders across the South West through a programme of CPD and networking and an integrated training scheme for emerging music leaders.

Explorers & Adventurers

Our weekly 'Stay and Play' Explorer workshops are designed for under 5s to explore music through songs, instruments, movements, games and stories. Using parachutes, scarves, bubbles and other resources, music is explored together in a hands-on, creative and engaging way. We use music as a tool to develop speech and language, memory and recall, physical development, coordination, social skills and literacy and numeracy skills.

Adventurers is Evolve Music's early intervention project which supports young children and their parents. Regular fun and sociable music workshops take place within Radstock Children's Centre and are designed to support Early Years Foundation Stage development and family cohesion.

Sound Lab

Sound Lab is a 2-year project for young people from the Somer Valley Area aged 14+ who have additional learning needs including ASC. Funded by Youth Music and working in partnership with Somerset schools & charities including Critchill School (Frome), Fosseway (Peasedown St. John), Three Ways School (Bath) & Swallow Charity (Radstock), Sound Lab supports young people to explore music through performance, technology and composition.

Sound Store

Sound Store is our newest programme which was developed in 2020 as a response to the COVID-19 pandemic. Using technology, older adults who are living in care settings explore musical memories with support from a professional music leader and storyteller.

Evolution Programme

Our Evolution Programme is our sector and workforce development programme for both our music leaders and those working in the wider community music sector. Through this programme we offer a bespoke, six month music leader training programme, a network and supporting training and events.

2. Introduction To The Role

We are at an exciting stage of our organisational development as we make a step change from a grassroots to a regional organisation. Central to this development is our commitment to Equity, Diversity and Inclusion. We recognise the need to have a workforce that is representative of the community we serve to ensure we are learning from those with lived experience.

We are seeking Black, Asian or ethnically diverse people that can bring expertise, experience and new ways of thinking to the organisation.

We welcome applications from all sectors and but we would be particularly excited to hear from individuals with skills, experience and track record in any of the following areas:

- **Charity Development/Governance**
- **Business Development**
- **Marketing and Communications**
- **Human Resources**

The board meets quarterly to ensure that our charity has a clear strategy, and that our work and goals are in line with our vision. Our Trustees, in collaboration with the staff team, will set Evolve Music's strategic direction. Being a Trustee gives you the chance to influence our decision-making process and to advocate for the transformational life experiences that music can bring about.

3. What Are We Looking For In A Trustee?

3.1 What's It About?

We encourage applications from people of all ages and backgrounds, who have relevant and/or transferable skills and experience. We will provide mentoring and training for all new trustees.

Being a trustee means making decisions that will impact on people's lives. You will be making a difference to your society by supporting access to music that has the potential to transform lives. We are looking for Trustees who will use their skills and experience to support Evolve Music, helping us achieve our aims. We are also looking for Trustees that would like to come on a journey with us, learning new skills during their time on the board. There are some huge benefits and rewards in being a Trustee and for many people it can be a life changing experience, or the route to a new career path.

For more information on being a trustee see [this booklet from the Charity Commission](#).

The Trustees are responsible to all stakeholders, including the Charities Commission, funders and other interested parties.

The Trustees are responsible for ensuring that the charity delivers its mission through the Strategic Plan. The Board is responsible for ensuring that Evolve Music builds its reputation through its community engagement, participation and learning programmes; increases its impact; and is financially viable. This is a non-executive leadership responsibility with a duty to safeguard the long-term future of Evolve Music. As Trustees of a Registered Charity, these positions are unpaid.

An effective board will provide good governance and leadership by:

1. Understanding its role
2. Ensuring delivery of the organisation's vision and purpose
3. Working effectively both as individuals and as a team
4. Exercising effective and appropriate control

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5. Behaving with integrity
 6. Being open and accountable

3.2 What's in for you?

Being a trustee is a fantastic way to give back to your community. At Evolve Music we value our trustees commitment and will support you to learn, grow and develop areas of interest. You can see this as your own journey whilst helping us on ours. This could be through receiving training or mentoring, learning from other organisations or even carrying out research.

4. Trustee Role Description

4.1 Main Responsibilities

- Ensuring the organisation remains inclusive and takes action against any forms of discrimination
- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (constitution) charity law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the assets of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of staff

4.2 Other responsibilities may include all or some of the following:

- Reading board papers in advance of each meeting and contributing to board discussions and debates
- Representing Evolve Music at events
- Review and approve the risk management policy once a year to ensure that it reflects changes inside and outside the organisation
- Review and approve the business plan once a year
- Influencing, networking and advocating for equality and inclusion in music
- Raising relevant issues where you have special expertise.

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- Comply with organisation policies such as equality and diversity, safeguarding and health and safety at all times

5. How To Apply

Have questions?

We welcome informal conversations about the role via phone, Zoom or email with Claire King, Chair of the Board of Trustees. Contact Claire via email at chair@evolvemusic.org.uk or phone 07889728178.

Also, have a look at [our website](#) to find out more about our work. You'll find details of our projects under our different strands [here](#).

Ready to go?

Send us a letter of no more than 2 sides of A4 paper OR record a short video/audio application of no more than 5 minutes.

Send your applications to: Claire King, Chair of the Board of Trustees via email at chair@evolvemusic.org.uk