

# Chief Executive


## Job Description

Our vision is a borough where music resonates along the corridors of every school and echoes throughout the community. A place of aspiration where every child has the opportunity to find their first notes, make progress and flourish as a young musician. The Chief Executive is pivotal in leading the organisation, setting the tone and aspiration for staff and our wider community and ensuring the efficient running of the Foundation's teaching activities, charitable initiatives, financial security and overall effectiveness.

**Job Title:** Chief Executive

**Hours:** Full Time

**Reporting to:** The MMF Board of Trustees

**Salary:** £65,000 Per Annum

**Location:** Working from Merton Music Foundation Main Office (Merton Abbey Primary School, High Path, SW19 2JY); across schools and centres in the London Borough of Merton; and remotely, by arrangement.

## Job Purpose:

- 1) To lead MMF in all aspects of delivery and compliance, to ensure that MMF's charitable activity is of the highest standard and that the organisation continues to thrive.
- 2) To be responsible for oversight of maintaining high standards of individual tuition, whole class teaching and all extension activities including music centre ensemble activity, ensuring that MMF remains at the forefront of innovative music education.
- 3) To lead a staff team of c.90 core employees and self-employed tutors, minimising staff turnover and enhancing the positive culture of the organisation.
- 4) To be responsible to trustees for the efficient running of the organisation, ensuring that the charity is compliant in all aspects of governance.
- 5) To work with a wide range of partners to deliver and enhance music provision across the borough, building new and developing current partnerships to meet identified needs.
- 6) To oversee coordination of the artistic, administrative and practical aspects of MMF's outstanding calendar of concerts, projects, outreach and events, maintaining a wide variety and range of inclusive opportunities.
- 7) To be responsible for safeguarding as DSL for the Foundation, to ensure that MMF and its workforce is fully compliant with all aspects of safeguarding and provide a safe, secure environment for its customers and workers.
- 8) To maintain and secure MMF's future financial viability by effectively managing commercial decisions and exercising fiscal responsibility.



## Main Duties and Responsibilities of the Post

### Line Management

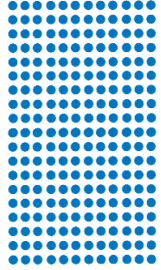
- Line manage MMF's Senior Leadership Team
- Be responsible to the Foundation's Board of Trustees

### Leading MMF

- Provide strong and strategic leadership to the organisation
- Promote and advocate for MMF locally and nationally
- Establish MMF's place in the newly formed South West London Music HLO and to contribute effectively to the development of this new HLO
- Ensure policies are approved by trustees and updated regularly
- Ensure that risk management and health and safety obligations are complied with
- Be responsible for quality assurance across all MMF activity
- Encourage and promote inclusive music-making with diverse progression routes for CYP
- Support MMF's 'Be more charity' objectives with a robust fundraising strategy
- Ensure that ACE data requirements and other grant applications are submitted in an accurate and timely manner
- Be the DSL for the organisation and undertake regular safeguarding training and updates
- Be responsible for all aspects of 'safer recruitment' and best practice in recruiting new staff in line with LA school policies
- Oversee all budgetary and financial matters and ensure that MMF is compliant with current legislation around charity and company law

### Musical Leadership

- Provide leadership for musical activity across the borough, liaising with local authority officers and other agencies to promote excellent practice in Merton schools and across MMF Music Centres
- Support robust progression strategies and provide curriculum support to schools
- Develop pathways for musical learning built on sound music education pedagogical principles
- Oversee the development of ensemble/band activity and musical pathways
- Work with partners as appropriate to extend the local offer

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- Devise and contribute to new programmes of activity
  - Be aware of the wider musical landscape and the policy, cultural changes and trends across the sector



### Governance

- Work effectively and collaboratively with the chair of trustees and the board to ensure that the charity is compliant with all aspects of current charity and company legislation
- Ensure that the trustee board is updated by means of presentations, reports and other data to discharge their responsibilities as the governing body of MMF
- Report regularly on progress of actions in the MMF development plan, reviewing against agreed targets
- Build on the recent trustee audit to consider skill strengths and vacancies and support the board to recruit new trustees in line with the inclusion policy when they arise
- Attend meetings as directed by trustees
- Ensure that trustees are briefed regularly about MMF's funding requirements with ACE and the new HLO

### Partnership

- Maintain strong and positive relationships with the London Borough of Merton
- Build on the good relationships with schools across the borough
- Regularly evaluate MMF's range of partners to ensure that there are a wide range of partnership opportunities that reflect the needs of the CYP in Merton
- Work collaboratively and effectively with parents, the local community, businesses, volunteers, funders, supporters and alumni
- Maintain professional relationships with the SW London Hub partners and ACE
- Advocate for MMF locally and nationally and promote opportunities for MMF's work to be widely celebrated



## General Duties and Responsibilities

- Ensure the safety and wellbeing of the young people that Merton Music Foundation engages with by always adhering to the Foundation's Safeguarding policy and procedures.
- Attend regular team/trustee/working party meetings.
- Cooperate with MMF in complying with relevant health and safety legislation, policies, and procedures in the performance of the duties of the post.
- Carry out the duties and responsibilities of the post in compliance with the Foundation's Inclusion Policy.
- Maintain confidentiality and observe data protection requirements where required.
- Undertake any other reasonable duties as may be required by the Chair of Trustees commensurate with the general duties and grading of the post.

## What We Can Offer You

- A supportive, collegiate organisational culture within a high-purpose working environment, with multiple opportunities to further your own continuous professional learning journey.
- Professional leadership opportunities within an ambitious and forward-thinking independent charity.
- Subsidised lesson / membership fees for MMF staff and their dependents.
- Access to the cycle to work scheme.
- Flexible working arrangements, including the opportunity to co-create your weekly timetable and ability to work remotely as appropriate via a robust cloud-based ICT system.

## Person Specification

The ideal candidate will have:

- Enthusiasm and joy for music education
- Experience of leading/managing at a senior level teaching or facilitating musical learning in schools, hubs, or youth settings with young people and those with additional needs
- A high level of proficiency in their area of musical specialism
- Effective oral and written communication skills and be a persuasive advocate
- Excellent IT skills and digital competency, ideally including data handling / analysing experience
- The ability to initiate, build and maintain effective partnerships with a wide range of stakeholders
- A strong understanding of finance and budgeting, including grant applications and income generation
- An understanding of inclusion and its importance in both music education and the workplace
- Evidence of commitment to reflective practice and ongoing CPL and further academic study/qualifications
- Resilience and self-accountability, with the ability to prioritise workload amidst conflicting demands, working responsively and calmly under pressure
- The ability to lead and inspire with integrity, challenging and supporting staff and those we work with to reach their potential
- Understanding of the role of the DSL and best safer recruitment practice
- An awareness of the wider cultural landscape around music hubs, music industry, ACE and current trends in music education policy and practice
- A solid grasp of the progression of musical skills, knowledge and understanding of how children develop these skills through a developmental music education
- Knowledge of statutory National Curriculum requirements in music, and understanding of the National Plan for Music Education
- The ability to work flexibly during the week, including some weekends and evenings, travelling between multiple locations when needed. A clean UK Driving Licence

## How To Apply

We warmly invite all applicants to an informal discussion about this role with our current Chief Executive, Elisabeth, before making an application

Please contact her directly to arrange a call: [elisabeth.wigley@mmf.org.uk](mailto:elisabeth.wigley@mmf.org.uk)

The deadline for receipt of applications is Wednesday 9 October at 5pm

Successful shortlisted candidates will be notified on Monday 14 October and invited to attend an MMF activity during the week of the 14 October to observe a session and give feedback at interview

Interviews will be held on Monday 21 October at Merton Abbey Primary School, High Path, South Wimbledon, SW19 2JY

### Submitting Your Application

Please take care to complete all sections of your application and to refer in detail to this Job Description and Person Specification. You will need to submit the following documents:

- **Your Completed Application form**
- **Your Anonymous Self-Identification Form**

NB: To ensure a fair and unbiased process, all Application Forms will be anonymised before being submitted to the selection panel.

### Support and Accommodations

If you need any additional support or require accommodations to be made to complete your application, please contact us using the email address above.

### Download the Forms

[www.mmf.org.uk/current-vacancies](http://www.mmf.org.uk/current-vacancies)

**Apply to:**

[chairoftrustees@mmf.org.uk](mailto:chairoftrustees@mmf.org.uk)

**Deadline:**

**Wednesday 9 October 2024**

**Start Date:**

**January 2025**