

# Trustee/ Chair of Finance & Audit Committee **RECRUITMENT PACK**

**October 2023**



Photo Credits: New Writing North, Keanan (Youth Music Awards 2022), Brighter Sound

Do you believe every young person should have the chance to make, learn and earn in music? If so, we'd love you to bring your skills and expertise to help us equalise access to music.

Youth Music's [Board of Trustees](#) have a range of expertise, and they're all passionate about music and young people. As a Trustee and the Chair of the Finance and Audit Committee you will play a strategic role in contributing to our future direction. The minimum term for a trustee is three years, with a maximum of two terms (six years).

You'll join us at an important time in the charity's development, powering the grassroots infrastructure with our investment, insights and influence. This is founded on our belief that every young person should have the chance to make, learn and earn in music. But we know many can't because of inequalities they face brought into sharp focus in these challenging times and exacerbated by the cost-of-living emergency.

Join us so that together we can ensure the future of music is more creative, more diverse and more inclusive.

## **What we do**

[We are Youth Music](#). We believe that every young person should have a chance to change their life through music. Yet research shows that many can't because of who they are, where they're from or what they're going through.

Through our insights, influence, and investment in grassroots organisations, we make sure more young people aged 0-25 can make, learn and earn in music nationwide.

Youth Music is the UK's leading young people and music charity funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery and support from partners, fundraisers and donors. Find out more about our work on the [Youth Music Website](#).

## **Diversity and equal opportunities**

Youth Music is an equal opportunities and Living Wage employer. We are committed to attracting, recruiting and retaining diverse candidates. It's important that our team reflects the communities we serve. All our staff are members of an inclusion, diversity, equality and access (IDEA) working group to stimulate, inform and platform good IDEA practice at Youth Music.

We especially welcome applications from people from under-represented groups and are committed to making adjustments that would support you in applying for or carrying out the role. We are currently under-represented by people from within the Trans community, people from the LGBTQ+ community, Disabled people and people

from the Global Majority. If you are Disabled and your application meets the minimum criteria for the post, we will offer you a guaranteed interview.

Please contact [constance.dingri@youthmusic.org.uk](mailto:constance.dingri@youthmusic.org.uk) if you have a disability and/or access requirements or if you wish us to consider any other reasonable adjustments to ensure the interview process is fully accessible.

## About you

We are looking for someone to join our board of Trustees and take on the Chair of Finance & Audit Committee responsibilities. We are particularly looking for candidates who have experience working at a senior level, with a background in finance who is confident distilling financial information and can assist us to fulfil our commitment to the charity sector good governance principles.

We're looking for someone who is:

- Passionate about the work of Youth Music – removing the barriers to young people participating in and progressing their music-making and career aspirations.
- Committed to equality, diversity and inclusion.
- Has knowledge of, and can speak about, the issues facing young people.
- Is available to spend time getting inducted into the work of Youth Music, prepare for meetings, and following up on the actions identified.
- Can think strategically, critically and maintain confidentiality.
- Has a financial background and knowledge of charity sector good governance principles.
- Is available to commit to:
  - attending eight trustee meetings a year (x3 Finance & Audit Committee, x 4 Full Board and 1 Trustee Away Day)
  - actively engage with the CEO and COO prior to F&A meetings to scrutinise the meeting paperwork and set agendas
  - attending the annual audit preparation meeting with our auditors
- Committed to acting as an advocate on behalf of Youth Music.

## Key Responsibilities

On behalf of the trustees in liaison with the CEO and COO ensure that:

- The financial affairs of the charity are legal, compliant, and meet the required accounting standards.
- Appropriate financial controls, policies and reporting mechanisms are in place.
- Trustees are in an informed position to report on the financial health of the organisation.

- Trustees are aware of their governance obligations and act accordingly.

## Essential Experience

- Qualified accountant.
- Knowledge and experience of good governance practices in keeping with the organisations status as a charity and company limited by guarantee.
- Experience analysing, distilling and communicating key financial information at a senior, strategic level.

## How To Apply

If you would like to discuss the role before applying, please contact Angela Linton, COO, by email: [angela.linton@youthmusic.org.uk](mailto:angela.linton@youthmusic.org.uk).

To apply please [visit our website](#) you'll need to complete the following, sending them to: [jobs@youthmusic.org.uk](mailto:jobs@youthmusic.org.uk) with the subject line 'Trustee Application':

- Trustee Application Form
- Trustee Applicant Details Form
- [Equal Opportunities Form](#) (please click here, this is an online anonymous form to complete)

We also accept video/audio applications, please include the same information shown in the written application format.

The deadline for applications is **9am, Monday 30<sup>th</sup> October 2023**.

Interviews will take place on **Wednesday 8<sup>th</sup> November 2023** and **Tuesday 16<sup>th</sup> November 2023** held at Youth Music's Offices.

Shortlisted candidates will be invited to have an informal discussion with Youth Music's Senior Leadership Team prior to the interview on the same day.

Youth Music can organise interviews to be online if access or availability is an issue.

Please see our [privacy policy](#) to find out more about how we handle your data. You can also find further information within the application form.

## Contact Us

Phone: +44 (0) 207 902 1060

Email: [jobs@youthmusic.org.uk](mailto:jobs@youthmusic.org.uk)

Website: [www.youthmusic.org.uk](http://www.youthmusic.org.uk)



YolanDa Brown and Matt Griffiths  
The Youth Music Awards 2022

# YOUTH MUSIC

THE NATIONAL FOUNDATION FOR YOUTH MUSIC  
STUDIO LG01, THE PRINT ROOMS

164 -180 UNION STREET, LONDON, SE1 0LH

REGISTERED CHARITY NUMBER: 1075032

LIMITED COMPANY NUMBER: 03750674