



# More Music

## EXECUTIVE DIRECTOR

### Information for Candidates





## EXECUTIVE DIRECTOR

### **Thank you for your interest in the post of Executive Director at More Music.**

The board of Trustees is seeking an inspirational Executive Director with strong leadership skills to drive forward the vision and ambition of the organisation. More Music has more than 30 years of experience delivering innovative creative projects that showcase imagination, flexibility, collaboration and connection to individuals and communities.

As a flagship community arts organisation with Arts Council NPO status, More Music has a strong local, regional, national and international reputation in providing best practice through creativity, experience and championing community music and arts. The new Executive Director will continue to build the reputation of More Music, nurturing the ethos and playing a vital role in leading and developing the organisation.

You will provide overall leadership and inspiration for More Music, ensuring its sustainability and setting the direction for the future. As a strong and collaborative leader, you will manage the organisation effectively, building spirit in individuals and communities through creative music and arts activities. You will support the artistic vision of the programmes, act as a champion and advocate for the organisation, give direction to staff and work with key partners, funders, and Trustees to ensure the financial robustness of the organisation.

You will lead on business planning, fundraising and strategic development, have oversight of operational management and HR and work alongside the team at More Music to maintain artistic ambition.

Are you an inclusive and collaborative leader with a passion and enthusiasm for community music and arts? Are you committed to promoting diversity and equality of opportunity? Are you a creative thinker with a can-do attitude and willingness to embrace and lead change? This could be the role for you.



## APPLICATION PROCESS

If you have any enquiries about the post, the application process, require assistance with the forms or would like an informal conversation, then please email [rebecca.lockley@moremusic.org.uk](mailto:rebecca.lockley@moremusic.org.uk) and we will ensure that someone will be in touch to provide the relevant information.

The application and equal opportunities monitoring forms can be found at [www.moremusic.org.uk/work-for-us](http://www.moremusic.org.uk/work-for-us)

To submit an application you are required to complete and return three elements by email to [recruitment@moremusic.org.uk](mailto:recruitment@moremusic.org.uk)

- **Application Submission Form**
- **Cover letter addressing the Job Description and Person Specification, no longer than two pages**
- **Your Curriculum Vitae, no longer than two pages**

Please complete the Equal Opportunities Monitoring Form

**Salary: £43,500**

Holiday allowance is 25 days + Bank Holidays

Pension scheme contribution of 3%

This is a full time post

**Deadline: 23rd February 2024**

**Interview Dates: Week Commencing 4th March 2024**

Applications received after this time will not be considered

Electronic applications are encouraged. Postal applications and CVs are generally accepted in relation to a reasonable adjustment request under the Equality Act 2010



# ABOUT MORE MUSIC

## Background

Founded in 1993, More Music is a community music and education charity based in the West End of Morecambe, Lancashire. As one of the longest running and most highly regarded community music and creative education organisations in the UK, we have over 30 years of experience in delivering excellent music making that inspires and engages people of all ages, abilities and backgrounds.

Our mission is to build confidence and spirit in individuals and communities through creative activities, particularly music. Our vision is a society where access to the arts and engagement with culture transforms lives. We believe that music and creativity hold intrinsic and holistic value which can benefit people at all stages of their lives. We know that learning and personal development take place when people have access to varied opportunities, are encouraged to take risks, are respected and discover their voice. We believe that communities change for the better when relevant regular activity is developed over time.

We meet our aims and objectives through a wide-ranging and wide-reaching inclusive programme of exceptional workshops, events, gigs and community festivals that support health and well-being and contribute to building a much-needed sense of place.

As a returning Arts Council England National Portfolio Organisation for 2023-26, More Music has a strategic remit to provide excellent artistic opportunities for everyone and support ACE's Let's Create strategy. More Music has been funded by Youth Music since 1999, and were one of 13 organisations to receive their strategic Fund C grant with the aim to make music education hubs more inclusive nationally. We are currently part of Youth Music's Catalyser Fund Programme. As one of six organisations within Spirit of 2012's Music

Challenge Project, More Music has contributed to national research and evidence gathering that will collectively impact on government policy to support arts and health. We are a core partner of Lancashire Music Hub, which supports music education strategically and operationally across the county.

We are part of a partnership of cultural organisations contributing to the economic and social vitality of the district of Lancaster, home to Lancaster University, who feature in the top twenty in The Complete University Guide 2024 and The Guardian University Guide 2024. By 2026, Morecambe will be the home of Eden Project Morecambe, which will be a new £100 million visitor attraction for the North West.

More Music has a strong presence as a community hub in the West End of Morecambe. It is an area that experiences numerous challenges, both social and economic. Our regular termly programme of weekly sessions, plus gigs, is delivered year-round and provides vital opportunities and services for elderly and disabled people, adults, young people and families with young children. We see on average 450 local people each week at our regular music sessions. Our building is a fully accessible arts and community venue, with Changing Places standard facilities. Many organisations regularly hire our spaces to host their activities, meetings and conferences. We have programmed many nationally and internationally renowned artists, including Soweto Kinch, This Is The Kit, Sam Amidon and Sam Lee, to name a few.

Additional information can be found at:

[moremusic.org.uk/about-more-music](https://moremusic.org.uk/about-more-music)

[moremusic.org.uk/news/celebrating-30-years-of-more-music](https://moremusic.org.uk/news/celebrating-30-years-of-more-music)





# MORE MUSIC ORGANISATIONAL STRUCTURE

**Board of Trustees**

**Executive Director**

## **ADMINISTRATION**

**Finance Manager**

**Marketing & Communications Manager**

**Company Administrator**

**Finance and Monitoring Officer**

**Marketing Officer**

**FOH staff**

## **PROJECT MANAGEMENT**

**Creative Projects Manager**

**Youth Programmes Manager**

**Education & Inclusion Manager**

**Workforce Development Manager**

**Young Person's Social Prescriber**  
(externally funded post)

**Music Leaders**

**Mentees**

**Volunteers**

All Administration and Project Management Roles are part time

## **Staffing and Governance**

More Music has a core team of 14 staff made up of administrative and musical roles. There is a wider pool of freelance artists and project managers who we engage from project to project.

The Board of Trustees meets 6 times a year. A Finance Working Party meets up to 6 times a year and other task and finish groups develop when the need arises.



# JOB DESCRIPTION

## Job Title: Executive Director

This role is responsible to:  
**Board of Trustees**

### STRATEGY AND BUSINESS PLANNING

- Uphold the vision, mission, ethics, governance, policies and working practices for the organisation both internally and externally.
- Develop the business plan and implement organisational change and innovation, ensuring flexibility, adaptability, resilience, and sustainability.
- Collaborate with staff and Trustees to develop and deliver a strategy which sets the sustainable future direction of More Music and maintains the creative and artistic vision.
- Maintain a resilient income generation strategy and oversee, with the Finance Manager, the planning required to ensure More Music operates within its resources, remains resilient, identifies risks and continues to seek out resource opportunities.
- Work with both internal and external resources to maintain and secure new funding, specifically but not exclusively from grant givers, trusts and foundations while aspiring to increase philanthropic giving and donations.
- In collaboration with the Trustees and staff team, ensure that effective and robust data collection, evaluation and monitoring systems are in place that meet the requirements of funders and which can be used to inform organisational decision making and development of systems.

### PROGRAMMES

- Promote creative quality and innovation across all artistic activities, setting and maintaining high standards and expectations.
- Collaborate with the team to generate new ideas and projects in line with organisational values, charitable objectives and budget timescales – shaping programmes with ambition, quality, inclusivity and dynamism.
- Lead on diversity, access and inclusion, ensuring best practice and approaches across all programmes; championing young people's and wider community engagement.
- Ensure robust and effective mechanisms are in place to monitor and evaluate outcomes.
- Lead on collaboration with key stakeholders and the community to deliver programmes that are locally relevant, bold, and further the aims and ambition of More Music.

### HUMAN RESOURCES AND PEOPLE

- Align available staffing and other resources to the strategy and business plan, ensuring areas of responsibility are identified and capacity managed effectively.
- Oversee the implementation of appropriate HR policies and procedures working with external providers and internal administration.
- Foster a democratic working environment, which is inclusive, open and transparent.
- Champion our commitment to be a learning organisation, which supports staff, nurtures their talents and provides opportunities for development and progression.
- Promote effective communication with staff, trustees, key funders, stakeholders, and the community.



## JOB DESCRIPTION CONTINUED

### PARTNERSHIPS AND RESOURCES

- Advocate and be a compelling representative for More Music. Play a lead role locally, regionally, and nationally in musical, artistic and cultural networks with key partners, stakeholders and funders to achieve the creative and charitable mission.
- Keep abreast of current developments, feeding information back into the organisation and maximising opportunity to drive forward the work of More Music.
- Seek out new partnerships and collaborations while maintaining the existing relationships.

### POLICIES, PROCEDURES AND OPERATIONS

- Ensure compliance with all legal and statutory regulations pertaining to the operation of the organisation, including (but not exclusive to) Charity Commission, licensing laws, safeguarding, health and safety, fire etc.
- Ensure policies and procedures are effectively communicated to staff, adhered to, reviewed as appropriate and updated in line with relevant guidance.
- Oversee IT and administrative systems ensuring financial accountability and transparency.
- Oversee the maintenance and upkeep of the More Music building, responding to concerns and issues promptly and directing improvements as required.

### GENERAL EXPECTATIONS

- Comply with More Music's code of conduct, policies, procedures and attend company meetings.
- To be an enthusiastic, professional and confident advocate/representative for More Music.
- Respond promptly to emails and phone calls.
- Willingness to undertake a variety of tasks as necessary for the organisation including overseeing the maintenance of the IT systems and ensuring financial accountability and transparency.

### ENVIRONMENT

More Music recognises that dramatic changes must be made globally in order to reduce the impact of the climate emergency. We are committed to making all changes possible to minimise our carbon footprint, to advocate for living sustainably and to conduct activity appropriately.

More Music aims to deliver its programme with consideration of its environmental impact and to use sustainable resources as much as possible.

Our environmental commitments are embedded across the organisation and each team member has their part to play in putting our policies into practice. We expect all individuals and groups working with More Music to work to minimise their negative environmental impacts.





# PERSON SPECIFICATION

## Profile and Qualities of the Ideal Candidate

- Experience of working in a senior strategic role including business planning and implementation.
- A track record of successfully leading a music, arts or cultural organisation, or a major project in one of these fields.
- Experience of building, leading and managing effective teams.
- Experience of being responsible for and managing an organisational or large-scale project budget.
- Knowledge of charity law, statutory regulations, and governance.
- Experience of adapting to change and change management through coordinated and structured approaches in collaboration with stakeholders.
- An enthusiasm to think big and help collaboratively shape the future of More Music with necessary due diligence to financial risks, other risks and governance.
- A strong collaborative leader, with proven ability to delegate and direct a team to achieve a shared vision and deliver quality outcomes.
- Management of relationships with key funders such as ACE and experience of required reporting and evaluation to fulfil funders' objectives.
- A confident advocate for More Music with strong communication skills and the ability to build and maintain relationships with a diverse range of participants, staff, partners, funders and stakeholders.
- Excellent communication skills with the ability to inspire trust and communicate complex information with clarity.
- Compassion, kindness and understanding around challenges faced by our communities, young people, artists, music professionals and the broader music sector.

### KEY ATTRIBUTES

- Commitment to communicating the power of music and creative activity in raising confidence and spirit in individuals and communities.
- Demonstrable success and experience generating income, identifying and securing opportunities to diversify funding and grow income via trusts and foundations, individual giving and other areas of funding.
- Proven ability to effectively lead, manage, motivate and develop a committed team of staff.
- A personal commitment and passion for activity that promotes diversity and equality of opportunity in music, arts and cultural activities.
- Commitment to and the ability to communicate the power of music and creative activity in raising confidence and spirit in individuals and communities.

### DESIRABLE

- Experience managing creative community engagement and learning programmes.
- Be a musician or have an artistic practice either professionally or amateur.
- Clean driving licence.
- Excellent writing skills.
- Experience & understanding of the Community Music sector.





## More Music

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### VISIT

13-17 Devonshire Road,  
Morecambe, LA3 1QT

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### EMAIL

[info@moremusic.org.uk](mailto:info@moremusic.org.uk)

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### WEB

[www.moremusic.org.uk](http://www.moremusic.org.uk)

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### CALL

01524 831997

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### FOLLOW US

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