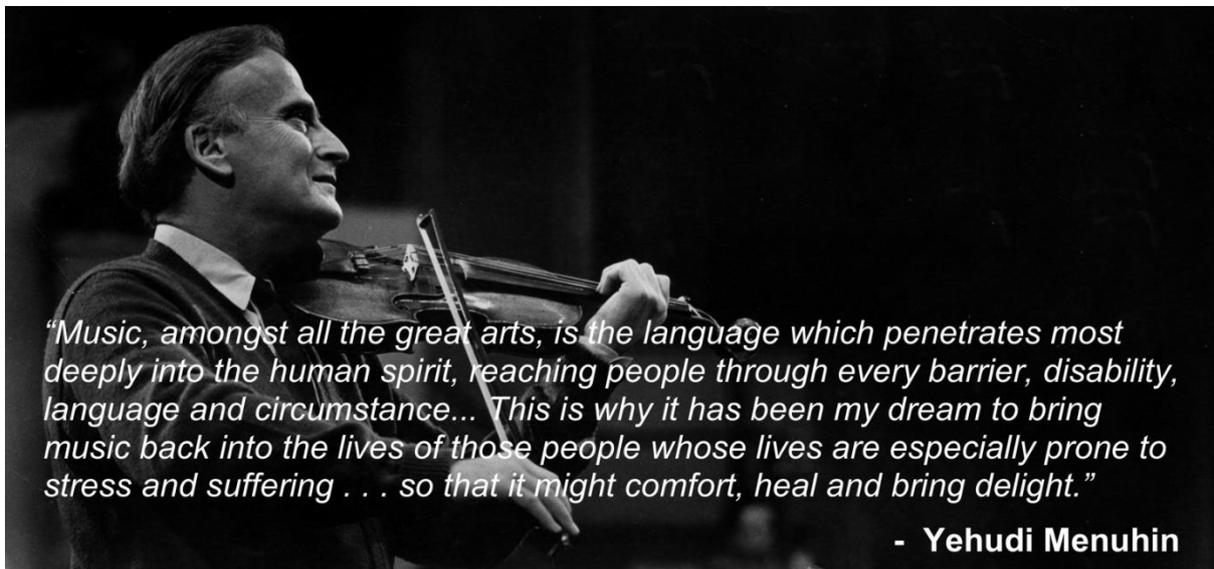




LIVE MUSIC NOW

BRINGING MUSIC TO LIFE



Candidate Pack - Chief Executive

October 2020

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Introduction from the Chair

Dear Applicant,

Thank you very much for your interest in our Chief Executive post.

As we all know, music can have an extraordinary impact on people's lives. For over 40 years, LMN has developed a training and delivery framework that focuses that impact on individuals and communities where the need is greatest and the benefits are maximised. Since becoming Chair two years ago, I have been blown away by the scale and quality of their work.

There are now many organisations doing excellent work using music to enhance the lives of disadvantaged groups. However, the sector is fragmented and inconsistent. Moreover, the whole sector only reaches a small proportion of those who could benefit. I am convinced that LMN could now play an important strategic role to build a national "movement" to bring all the benefits of what we do to all who need them.

To do this, we need to help it to grow, building on its national partnerships in the care and education sectors, and providing training and support for musicians to deliver this important but difficult work.

We are now looking for an exceptional individual to take the charity forward and deliver our vision.

This document sets out the role of Chief Executive and what we are looking for, we look forward to receiving your application.

Sir Vernon Ellis
LMN Chairman



Sir Ian Stoutzker (Co-Founder) and Sir Vernon Ellis (Chair)



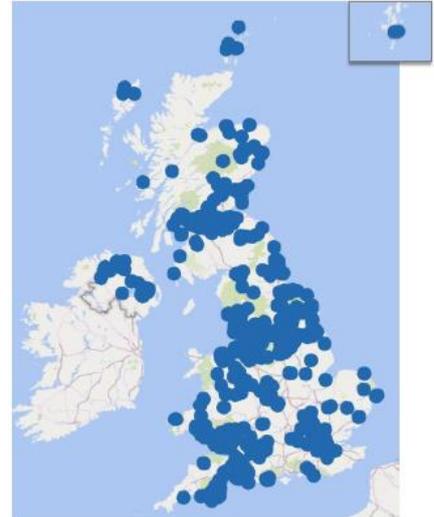
About Live Music Now

LMN was created by Sir Ian Stoutzker and Yehudi Menuhin in 1977.

Each year, the charity trains and supports over 350 professional musicians to deliver evidence-based music workshops. Our training is led by leading researchers, mentors and practitioners.

Since 1977, the charity has reached over 3 million people.

Through its regional structure, LMN makes an impact throughout England, Wales and Northern Ireland, as well as in Scotland through our sister charity LMN Scotland. As shown on the map, during the last year, we ran projects at 250 care settings and 258 schools - reaching 118,000 vulnerable children and adults.



We were a Finalist in the 2019 Charity Awards.

LMN has active partnerships with national care organisations including the Care Quality Commission, National Care Forum, Alzheimer's Society, and many more. Our research has been published and discussed by policy-makers in Westminster and the Welsh Assembly.

LMN, working with LMN Scotland, together represent the only organisations in the UK with such a developed framework for supporting musicians to work in this way. LMN is uniquely placed to expand these activities further in England, Wales and Northern Ireland, addressing the needs of people who are otherwise excluded from arts and music engagement.

We are united by the following 5 core beliefs of LMN.

1. Engagement with live music can improve life, and have profound and long-lasting impacts on health, wellbeing and development.
2. Everyone has the right to access high quality live music, representing the full diversity of UK culture and beyond.
3. A fulfilling and creative life is a vital element of wellbeing and social development.
4. Music programmes delivered in community settings should be of the highest possible quality, with artistic excellence and integrity at the forefront, informed by academic research.
5. Musicians at the outset of their careers need support to thrive as creative artists, and exposure to work in outreach settings can enable them to flourish, provided they are carefully supported throughout.





Job Description

Live Music Now is at a very exciting point in its development, with growing recognition for the quality and impact of our work in a wide range of specialist settings, including special schools, care homes, hospitals and more. We were a Finalist in the Charity Awards 2019, and our work has been endorsed by the Care Quality Commission and Public Health England.

In October 2018, we appointed a new Chairman in Sir Vernon Ellis. He has brought fresh momentum and energy to the charity, making several new board appointments, and exploring our role as the leading national charity for music in challenging social contexts. We have an excellent and friendly staff team in place, with particular expertise in strategic leadership, project management, research and marketing.

This is an opportunity to make a significant difference to the lives of hundreds of thousands of people in England, Wales and Northern Ireland, working with musicians and project leaders of the very highest quality.

The new Chief Executive will help to shape the direction of LMN and display a clear vision for the future. An ambitious, innovative, creative individual is needed who will show strong leadership and ambassadorial qualities to help LMN develop its impressive growth plans.

The Role

Reporting to the Chairman and Board of Trustees the Chief Executive provides strategic leadership and operational management to deliver the overall vision of LMN.

The Chief Executive leads the team of Directors and is responsible for the financial management and growth of the organisation, for ensuring its continued high standards of musical excellence and project delivery, and for the development and promotion of LMN's profile with stakeholders and funders.

LMN Scotland is a separate charity with its own board and management and operational teams. LMN and LMN Scotland work closely together and the chief executives of both charities play a key liaison role in facilitating this co-operation and collaboration.



The Chief Executive is supported in their management role by the Operations Manager. The Director team is made up of:

- Branch Directors: responsible for raising funds to support activities of the charity in their region (4 branches in England, 1 in Wales, 1 in NI), and overall financial and project management of their branch. They are supported by a network of voluntary advisors, grouped by branch into committees, chaired by the Trustee based in their region;
- Strategic Directors: Wellbeing, SEND and Musicians Development, leading the strategic development of LMN's work with these beneficiary groups;
- Operations Manager: Coordination of central services (website, publications, information management systems), administration, responsible for the development and co-ordination of charity-wide policies (Safeguarding, Equalities etc), Human Resources and Company Secretary duties;
- Development Director: leading on Core bids, campaigns and individual giving. Supports strategic bids and national strategic partnerships;
- International activity is co-ordinated by the International Director of LMN Scotland but works closely with LMN in this.
- Additional key support staff for the organisation include a part-time finance manager and part-time communication consultant.

The Director team reports through the Chief Executive to the Chairman and Board of Trustees.

Key responsibilities

- Promoting the organisation to key stakeholder groups and partners;
- Demonstrating thought leadership to deliver the strategic development of the organisation, including management of and support for the staff team and liaising with LMN Scotland;
- Working with the Board to develop a new 3-5 year strategic plan. This will involve reassessing our approach to musician recruitment and development, looking at how we can achieve greater impact with regard to existing and new beneficiary groups, and embedding diversity and inclusion across all aspects of the organisation. Particular attention will need to be applied to review our devolved structure so that we can improve effectiveness of the fundraising strategy and our approach to collaborating with other organisations.
- Financial management of the charity including budgeting and cash flow for core costs, budgeting and overview of the financial position across the charity as a whole (including branches), monitoring and reporting;
- Implementing the fundraising strategy, involving the Chairman and Trustees fully, to support the core costs and development of the organisation;
- Supervising the management of central operations (website, database, auditions, training, contracts, HR, etc);
- Reporting to the Board of Trustees on behalf of the team of Directors.



The work falls into the following categories:

Governance

- Ensure the delivery of LMN's objectives through implementation and rolling review of the Business Plan.
- Ensure LMN's activities comply with legal and best practice throughout England, Wales and Northern Ireland.
- Work with the Chairman to provide support for the development of the Board of Trustees.

Finance

- Produce and deliver budgets and business plans as may be required by the Board or public funders, ensuring they are appropriately monitored and updated.
- Ensure that branch accounting systems are maintained accurately in accordance with the requirements of LMN's appointed auditors.
- Oversee the production of the Annual Report to accompany the audit, in collaboration with LMN's appointed auditors.

Fundraising

- Support the Development Director on fundraising for the charity's Core Costs through research, development and submission of grant applications to a range of public funders, trust and foundations and undertake stewardship of individual donors.
- With the Development Director, develop and implement LMN's fundraising strategy.
- Maintain and develop relationships with major donors (including public bodies, individual givers and trusts and foundations) as well as with key collaboration partners
- Support the Branch and Strategic Director team in devising new initiatives and putting together imaginative and carefully budgeted project proposals.

Beneficiary Group Development

- In consultation with the Strategic Directors, support the implementation of the strategy for the development of LMN through flagship projects and branch activity, aligning the organisation with key partners and initiatives, seeking to maximize effectiveness through collaboration.
- In collaboration with Branch and Strategic Directors, support the brokerage of partnerships, consulting fully with national and regional agencies to encourage involvement with the organisation at a strategic level and develop diverse income streams.
- In collaboration with the staff team, partners and alumni audition panel members, ensure a uniformly high standard of entry to the scheme across all branches.

Advocacy/Communications

- Advocate for and raise awareness of LMN with the media, external funders, stakeholders, the community and supporters.
- Represent LMN at public events, conferences and symposia to share the impact of LMN's unique approach to musicians' development and programme delivery.
- Support the Comms consultant in the development and distribution of advocacy materials (digital and printed) in line with LMN's Marketing Strategy.
- Support the Trustees and branch directors in the production of public events to raise the profile and support fundraising for LMN.



Management/Administration

- In consultation with the Chairman, ensure the structure of the organisation is appropriate to the organisation's needs and resources.
- Provide the Trustees with sufficient information to set Directors' remuneration at a level which is commensurate with their responsibilities and within the resources of the organisation.
- Ensure that LMN is an inclusive and accessible organisation with diverse representation within the board, staff team and musicians.
- Recruit and manage staff team as required, including annual reviews, appraisals and HR support.
- Ensure the charity's accounts are kept up to date in accordance within LMN guidelines, and are prepared for the annual audit.
- Responsibility for all LMN bank accounts.

General Requirements

- Participate in training and information briefings and maintain an up to date knowledge of the sector.
- Undertake any other duties as requested by the Chairman or Board of Trustees relevant to this post.



Person Specification

Skills, knowledge, and competencies

Essential

- Chief Executive or high-level senior management experience
- A visionary strategist with the ability to assess options and actions based on internal and external factors, defining and setting goals and outcomes
- Demonstrable experience of transformational change in a complex organisation
- An entrepreneurial and innovative leader, with determination to develop and implement growth opportunities
- Strong commercial acumen with a keen focus on exceptional 'business development'
- Experience of financial management with the ability to balance short term financial controls with long term ambitious plans
- Well-developed negotiating and influencing skills
- Ability to establish and maintain excellent positive working relationships internally and externally
- Commitment to developing, embedding and maintaining diversity and inclusivity across the organisation and externally with partners
- Excellent people management skills and a track record in distance management
- Experience of working closely with the Board and leadership team to define the strategy and lead the organisation through successful implementation of the strategy.
- Demonstrable experience of working with and influencing policy makers
- Proven ability to forge and sustain successful partnerships
- Knowledge of fundraising, marketing and brand management
- Background in commercial, public sector, education, social care health, or voluntary sectors
- Degree level or similar qualification

Desirable

- Broad understanding of the arts, culture, education or social care sectors
- Knowledge and experience of both musicians' development and the theory of change, using music as a tool
- Established diverse range of networks encompassing musicians, care sector and education institutions, academia and funders

Interpersonal Skills

- Strong, confident leadership skills with the ability to inspire trust
- A leader with dynamism and energy who is an assured decision-maker
- Excellent presentation and communication skills
- Strong negotiating, influencing and interpersonal skills and the ability to represent the charity at all levels and in wide-ranging settings
- Highly motivated, resilient, compassionate and inspiring with a high level of integrity
- Understand the mission, aims and values of Live Music Now and at all times demonstrate empathy and support to the beneficiaries of the charity



Benefits of Employment

Salary:	£70K
Location:	This post will be based at Somerset House in London, although social distancing restrictions are likely to mean that a considerable amount of home working may be necessary. Travel around the UK will also be necessary.
Hours:	Full-time
Annual Leave:	28 days, plus bank holidays, plus 4 days for Christmas closure
Pension:	NEST contributory pension with automatic enrolment

How to Apply

Live Music Now is working exclusively with Charisma Charity Recruitment and to apply, please email info@charismarecruitment.co.uk, quoting reference JO2781, with the following:

- A comprehensive CV
- A supporting statement, explaining how you believe your skills and experience match the requirements of the role, directly addressing the person specification

For an informal and confidential discussion about the role, please contact:

Jenny Warner, Managing Director of Charisma Charity Recruitment
0207 998 8888 / 01962 813300

Timetable

Closing date for applications: 15 November 2020
Interview Date: End November

