

# Benslow Music, CEO

## Job Description

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<b>Job Title</b>	Chief Executive
<b>Department</b>	Senior Management Team
<b>Salary</b>	£55,000 per annum FTE (0.8: £44,000 <i>pro rata</i> )

### SUMMARY OF RESPONSIBILITIES

1. To provide strategic and organisational leadership for all aspects of Benslow Music's activities, to include Benslow Music Trust (BMT), Benslow Music Instrument Loan Scheme (BMILS) and Benslow Music Enterprises (BME)
2. To be an active and effective ambassador for Benslow Music (BM)
3. To ensure that the working relationship between the Council of Trustees (Council) and the rest of the organisation operates effectively
4. To discharge such other cross-organisation responsibilities, appropriate to the position, as may be required from time to time

### REPORTS TO

Chair of Council

### DIRECT LINE MANAGEMENT RESPONSIBILITIES FOR

the Senior Management Structure – currently:

- Head of Music
- Head of Instrument Loan Scheme
- Director of Operations
- Head of Finance
- Head of Marketing
- Fundraising and Development Consultant

### INDICATIVE DUTIES

#### **A. Strategic and organisational leadership**

1. Provide leadership in the development and delivery of a strategic plan for Benslow Music, working with Council, senior management and other stakeholders
2. Develop new initiatives and collaborations to realise the maximum potential of Benslow Music's resources, making its offer accessible to as wide and diverse a population as possible

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3. Identify, develop and secure sustainable funding streams to underpin future growth, including fundraising and sponsorship
4. Lead the development of new educational and artistic programmes, in accordance with the organisation's strategic direction as authorised by Council
5. Provide inspiring leadership to the staff, ensuring excellent standards of service across the organisation and consistently high levels of stakeholder satisfaction
6. Determine and keep under review the staffing structure (noting that the Senior Management Structure is the responsibility of Council), working within approved budgets and, with regard to salaries, in consultation with the Remuneration Committee
7. Ensure the successful integration of Friends', Members' and volunteers' activities within Benslow Music's overall operation, liaising with their representatives as appropriate

### ***B. Relationship with Council***

1. Propose strategic and business plans to Council, for its approval, on the basis of prior consultation with a range of stakeholders as appropriate, including the staff, the membership, external partners and members of Council itself
2. Present regular reports to Council on Benslow Music's performance against its strategic and business objectives, its management of risk, its activities, and such other matters as may be of interest
3. To work with the Chair, Vice Chairs, Company Secretary, Treasurer and any other Trustee with delegated responsibilities to ensure the smooth and harmonious operation of Council, its committees and any working groups that may be formed from time to time

### ***C. Ambassadorial***

1. Represent Benslow Music, regionally, nationally and internationally in a wide variety of contexts, with the aims of raising positive awareness of the offer, attracting members and staff, and developing new income streams and collaborations
2. Build strategic alliances and strong working relationships with key partners to increase the breadth and reach of Benslow Music's offer

### ***D. General***

1. Ensure and assist with compliance with any statutory or regulatory frameworks that apply to Benslow Music's activities

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2. In collaboration with other senior colleagues, take responsibility for the effective operation of Benslow Music's monitoring, control and disciplinary systems
3. Comply with and develop where necessary all Benslow Music policies and procedures as established by Council
4. Participate in any staff development activities required to carry out the duties of the post effectively, and in any appraisal scheme
5. Any other duties commensurate with the level of the post which may be required from time to time.

### NOTES:

1. Duties will inevitably develop and change as the work of Benslow Music (BM) changes. Employees should therefore expect periodic variations to job descriptions, and BM reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from BM strategies
2. Where an applicant is, or becomes, disabled (as defined by the Equality Act) and informs the Trust fully of their requirements, reasonable adjustments will be made to the role description wherever possible.

<b>SUMMARY OF TERMS AND CONDITIONS (to be read in conjunction with full BMT Statement of Terms and Conditions)</b>	
<b>Duration of Role:</b>	Permanent
<b>Working Hours:</b>	An average over time of 28 hours per week (0.8 of FTE 35 hours per week), distributed flexibly (see "Special Conditions" below)
<b>Salary:</b>	Salary: £55,000 p.a. FTE (0.8 <i>pro-rata</i> : £44,000) reviewed annually
<b>Probation Period:</b>	Six Months
<b>Notice Period:</b>	Six Months
<b>Pension Scheme:</b>	BMT currently offers access to the National Employment Savings Trust (NEST) pension scheme and will comply with all future legislative requirements
<b>Special Conditions of the Post:</b>	Required to work flexibly and during evenings, weekends and bank holidays as necessary. Some remote working may be feasible, but the successful candidate will be expected to have a regular and visible presence at Benslow Music in Hitchin
<b>APPROVAL OF JOB DESCRIPTION</b>	
<b>Compiled By:</b>	NomGovCom
<b>Compilation Date:</b>	January 2022
<b>Date of Council approval</b>	29 January 2022
<b>Signed and dated by Chair or Company Secretary</b>	
<b>Signed and dated by Post-holder</b>	