

Live Music Now Scotland Chief Executive: Job Description

Reports to: Chair & Board of Trustees
Location: Hybrid: Edinburgh City Centre/Home-working
Hours: 35 hours per week (with flexibility to cover evenings and weekends as required)
Salary: £55-60,000 pa depending on experience

About Live Music Now

Live Music Now (LMN) is a community engagement and musicians' development scheme, established by Yehudi Menuhin in 1977 and its Founder President Ian Stoutzker.

LMN operates on a national level in the UK, as well as internationally across mainland Europe. In the UK, its work is delivered by Live Music Now (England, Wales and N Ireland) and Live Music Now Scotland.

About Live Music Now Scotland

Live Music Now Scotland (LMNS) was originally founded as a branch of LMN in August 1984, and became a standalone charity in 2013 under a Devolution Agreement with LMN. Since that time, LMNS has continuously developed its own, distinctive Scottish identity and programme of work, increasingly within an international context, while remaining true to the visionary principles of Yehudi Menuhin. Its mission is:

To bring high quality live music to people throughout Scotland, particularly those who would otherwise not have access to its transforming benefits and ability to effect societal change, while at the same time supporting outstanding emerging artists in establishing sustainable careers as professional musicians based in Scotland through paid performing experience and training.

Live Music Now Scotland puts on around 750 interactive performances/workshops each year in a variety of venues such as care homes, schools, day centres, hospitals, galleries and museums throughout the country and internationally, delivered by a pool of 135-150 early career artists working in small ensembles across a range of genres including classical, traditional, jazz and rock/pop.

LMNS and LMN are separate charities but work closely together and the directors of both charities play a key liaison role in facilitating this co-operation and collaboration.

About the role

The current Director of Live Music Now Scotland was appointed at the date of its founding in 1984, and has led LMN's activities in Scotland ever since. In March 2025, she will step back from that position. In recent years, the tremendous success of LMNS has led to high levels of activity which stretch the small team of staff to the very limits of their capacity; the former Director will remain in a part-time consultancy role focusing on fundraising to broaden and strengthen our relationships in this important area; also to continue to co-ordinate the activities of Live Music Now International. This arrangement will be reviewed after the first year and annually thereafter.

The role of Chief Executive, therefore, will encompass all the other duties and responsibilities:

reporting to the Chair and Board of Trustees, providing strategic leadership and operational management to deliver the overall vision of LMNS.

The Chief Executive leads the staff team, holding overall responsibility for the financial management and growth of the organisation, ensuring continued high standards of musical excellence and project delivery, and for the development and promotion of LMNS's profile with stakeholders and funders.

Key responsibilities

- In consultation with the Board, support the implementation of the strategy for the development of LMNS through flagship projects and local activity, aligning the organisation with key partners and initiatives, seeking to maximize effectiveness through collaboration. 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;
- Liaison with LMN
- Financial management of the charity including budgeting and overview of the financial position across activities, monitoring and reporting
- Driving the fundraising strategy and its implementation, involving the Fundraising Consultant, Chair 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.

The work falls into the following categories:

Governance

- Ensure the delivery of LMNS's objectives through implementation and rolling review of the Business Plan
- Ensure LMNS's activities comply with legal and best practice
- Work with the Chair to provide support for the development of the Board of Trustees.

Finance

- Produce and deliver such budgets and business plans as may be required by the Board or public funders, ensuring they are appropriately monitored and updated.
- Ensure that accounting systems are maintained accurately in accordance with the financial procedures and requirements of LMNS's appointed accountants.
- Oversee the production of the Annual Report to accompany the year end accounts, in collaboration with LMNS's appointed accountants.

Fundraising

- Lead on fundraising for the charity's core and project costs through research, development and submission of grant applications to a range of public and other funders.
- With support from the Board, Fundraising Consultant and staff team, develop and implement LMNS'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

Beneficiary Group Development

- Maintain relationships with the musicians on the scheme and alumni in order to support the development of future projects and strategy.

- In collaboration with the staff team, 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, LMN, partners and alumni, audition musicians, ensuring a uniformly high standard of entry to the scheme.

Advocacy/Communications

- Advocate for and raise awareness of LMNS with the media, external funders, stakeholders, the community and supporters.
- Represent LMNS at public events, conferences and symposia to share the impact of LMNS's unique approach to musicians' development and programme delivery.
- Support the Communications Officer in the development and distribution of advocacy materials (digital and printed) in line with LMNS's Communication Strategy.

Management/Administration

- In consultation with the Chair, ensure the structure of the organisation is appropriate to the organisation's needs and resources.
- Travel across Scotland required as necessary.
- Provide the Trustees with sufficient information to set staff remuneration at a level which is commensurate with their responsibilities and within the resources of the organisation.
- Promote diverse representation within the board, staff team, musicians and volunteers of LMNS as an inclusive and accessible organisation.
- Recruit, develop, and manage staff team as required, including annual reviews, appraisals, well-being, and HR support.
- Ensure the charity's accounts are kept up to date in accordance with LMNS guidelines, and are prepared for the annual accounts.
- Overall responsibility for all LMNS bank accounts.
- Overarching responsibility for the organisational health & safety and safeguarding policies.
- Overall responsibility for all other policies and procedures.

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 Chair or Board of Trustees relevant to this post.

Person Specification

Experience

- Chief Executive or high-level senior management experience
- Experience of financial management with the ability to balance short term financial controls with long term ambitious plans
- Excellent people development and management skills and a track record in distance management
- Demonstrable experience of working with and influencing policy makers
- Demonstrable experience of successful fundraising
- Experience of working collaboratively with a Board and staff team to define the strategy and lead the organisation through successful implementation of the strategy.
- Knowledge and experience of musicians' development.
- Knowledge and experience of social impact through music along with evidence based evaluation.
- Event production and management

Skills and Personal Attributes (Essential)

- An entrepreneurial and innovative leader, with determination to develop and implement growth opportunities
- Strong commercial acumen with a focus on business development
- Demonstrable knowledge and understanding of best practice in Equalities, Diversity and Inclusion, Fair Work and Sustainability, all of which underpin Live Music Now Scotland's Business Plan
- 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
- Proven ability to forge and sustain successful partnerships
- Background in arts, public sector, education, social care health, or voluntary sectors

Skills and Personal Attributes (Desirable)

- A sympathy with all styles of music and specialist knowledge in at least one
- Established diverse range of networks encompassing musicians, care sector and education institutions, academia and funders
- An understanding of Scotland's national and local authority public funding system and its geography with particular relation to the arts, education and social welfare.
- Knowledge of marketing and brand management.

Interpersonal Skills

- Understand the position of emerging musicians and the importance of support and opportunity at the outset of their careers.
- 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 Scotland and at all times demonstrate empathy and support to the beneficiaries of the charity

Application Process

Please send a CV and covering letter to the Amanda Forsyth, Chair, Live Music Now Scotland on recruitment@livemusicnow.scot .

Closing Date

The closing date for applications is 31st July 2024.