**

CHIEF EXECUTIVE OFFICER

PURPOSE OF THE ROLE

The Chief Executive Officer is responsible to the Board of Trustees for leading Soundabout. The CEO will work with the Trustees to develop Soundabout’s vision and strategy. The CEO is also responsible for the management of the charity and its staff and the execution of the Soundabout’s targets, plans and policies, ensuring that resources are used to best effect in meeting the needs of beneficiaries. The CEO is responsible for developing and overseeing new initiatives that will ensure Soundabout plays a leading national and international role in the developing field of music and disability.

DESCRIPTION OF THE ROLE

Job title: Chief Executive Officer

Reporting: To the Board of Trustees through the Chair.

Accountabilities: To develop, lead and manage Soundabout, in particular:

* to ensure that Soundabout flourishes, meeting all its charitable objectives, and its legal obligations as a charity and a company limited by guarantee, and to honour its duty of care to its staff, beneficiaries and other external stakeholders;
* to engage in fundraising and income generating activity to ensure the sustainability and growth of Soundabout;
* to manage the budget prudently to ensure Soundabout’s financial soundness;
* to lead Soundabout in the development and implementation of its business plan in accordance with the strategic direction and policy framework agreed with the Trustees;
* to develop and deliver innovative projects in accordance with Soundabout’s strategy;
* to represent and promote Soundabout at meetings, conferences and other events, enhancing its profile regionally, nationally and internationally;
* to monitor and evaluate the services offered by Soundabout as required by external funders and Trustees;
* to ensure efficiency and effectiveness externally in service delivery and internally in its systems, resources and infrastructure;
* to manage the staff, setting their objectives and ensuring that these are met, and that colleagues appreciate the ethos and values of Soundabout, and work in accordance with its strategic objectives, with regular update meetings and an appraisal cycle, and to monitor and recommend to Trustees appropriate remuneration;
* to communicate effectively and in a timely manner with Trustees, organising regular meetings, including the provision of financial information, data on service delivery and other matters to enable them to fulfil their governance role;
* to ensure all staff are aware of current national policies and procedures relating to safeguarding in relation to the children and the vulnerable adults that Soundabout serves, and are given training annually;
* to develop and maintain digital media relating to Soundabout and its work, including (but not limited to) its web page, Facebook page, and Twitter; and,
* to undertake other such duties as may reasonably be required from time to time by the Trustees.

ABOUT THE CANDIDATE

The successful candidate will be able to demonstrate that they have the following essential requirements:

* experience in managing a large department or a small organisation;
* a record of success in leading organisational development;
* the capacity for innovative thinking;
* the ability to motivate self and others – developing a vision and enlisting others to share it;
* the ability to see ideas through from concept to implementation and evaluation;
* the capacity to operate at a strategic level and to analyse and understand complex issues;
* experience of programme development and the management of grants;
* the ability to prepare and manage budgets;
* a track record of successful fundraising;
* experience of staff management including personal development and objective-setting;
* strong organisational, written and oral communication skills, including experience and confidence in public speaking;
* the ability to work in a self-directed manner, and to develop good working relationships with stakeholders;
* computer literacy in standard office packages;
* an up-to-date DBS; and,
* the right to reside and work permanently in the UK.

The following attributes would be desirable in the successful candidate:

* knowledge and experience of working with children, young people or adults through music;
* experience of working with disabled people;
* experience of working with trustee boards and an understanding of their role and governance;
* knowledge of and familiarity with special education, including special schools;
* familiarity with the UK education system, and in particular, music education, including music hubs;
* familiarity with other local, regional and national music organisations working in the field of music education; and,
* familiarity with UK charity law and governance issues.