



DJ School UK Job Description

Job title: Non-Executive Director

Main purpose of job	<ul style="list-style-type: none">• To join our board of directors.• To bring skills and knowledge to the board where we have identified a need.
The duties of a director are as follows:	<ul style="list-style-type: none">• All directors must be aware of and adhere to the statutory requirements for directors of any company which can be seen here: https://spectra-london.org.uk/wp-content/uploads/2019/11/Summary-of-Statutory-Duties.pdf (sections 1 and 2 only)• In addition to the above statutory duties, each director should use any specific skills, knowledge or experience they have to help the board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the director has special expertise. Please see the specific duties section below for areas in which we require additional assistance.
Person specification	<ul style="list-style-type: none">• A commitment to the organisation and its social purpose• A willingness to devote the necessary time and effort• Strategic vision• Good, independent judgement• An ability to think creatively• A willingness to speak their mind• An understanding and acceptance of the legal duties, responsibilities and liabilities of being a non-executive director• An ability to work effectively as a member of a team• A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
Specific Duties	We are looking for one or two non-executive directors who between them can bring knowledge and experience in the following areas:



	<ul style="list-style-type: none">• Board/ committee experience• Financial procedures - knowledge of QuickBooks, specifically budgeting grant funds and reserves policies• Campaigning/ Influencing• Charity/ voluntary organisation governance• Enterprise/ business development• Legal Matters• Property Matters• Ideally we also hope for a service user/beneficiary/ family member of the charity to add first hand knowledge from the point of view of a client.
Working conditions	<ul style="list-style-type: none">• This is an unpaid position.• You will be expected to attend 4 quarterly board meetings of approximately 1 hour per meet.• Meetings will either be in person and expenses will be paid or virtually so will need appropriate equipment.• You will be expected to support the staff team and this is anticipated to be via email or telephone support.• For the right person access to our quickbooks accounting software will be given via online registration.• Anticipated commitment 4 hours a month.
About DJ School UK	DJ School UK is a non-profit company using DJ Skills to engage young people in a culturally relevant art form. Young people on Free School Meals or with other Special Educational Needs or Disabilities receive our service for free wherever possible through the use of grant funding. In addition to grant funding the business relies on private sales to ensure sustainability.
To apply	Please email jim@djschooluk.org.uk with a description of your skills, knowledge and which of the specific duties you would feel able to take on, or with any queries.