

Cherubim Director Role v10

Cherubim Music Trust

The Cherubim Music Trust is a charity which loans instruments of professional quality to student musicians (aged between 15-28) who cannot afford an instrument to match their developing skill. It was founded in 2001 by Clancy Steer; and has been directed since 2008 by her husband Michael Maxwell Steer. To date it has operated from their home in South Wiltshire, but Director vacancy exists because they plan to step back from the Trust after January 2023.

Cherubim has a 'bank' of 41 instruments valued at c.£380k, including 3 concert harps, most of which are on 5 year loan to awardee musicians. Awardees pay an affordable charge for the loan, insurance and administration. We have been able to add an average of two instruments a year to our bank, and hope to continue that trajectory.

From time to time Cherubim presents its awardees in recorded concerts as a way of placing focus on the work of the Trust and the achievements of its awardees. We have very considerable support in the musical community, and communicate extensively by print and email.

The Position of Director

The Director has creative and managerial responsibility for the direction of Cherubim Music Trust under the authority of the Trustees. S/he leads a core team, consisting of Administrator, Social Mediator, Treasurer and Webmaster, who are part-time or volunteers.

The Director is ideally a music or arts admin graduate with experience of small trust management and in person fund-raising, understanding how to motivate supporters and use social media. S/he should be able to write coherently and persuasively, and have an overview of the processes of photography, design and audio-visual production.

The Director's duties include:

1. **Growth.** Ensuring the financial stability and growth of Cherubim by balancing income and expenditure. The Trustees will agree with the Director financial targets to be achieved.
2. **Strategy.** Collaborating with the core team to devise and execute fund-raising strategies to expand Cherubim's operations and spread public awareness, including mounting concert presentations.
3. **Donors.** Maintaining & developing relationships with donors and grant givers, responding promptly to enquiries and donations.
4. **Awardees.** Collaborating with the Admin Director to ensure friendly, mentorship relationships with Awardees, including the all important first handover of an instrument; and attending to their and their instruments' needs.

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5. **Social Media.** Collaborating with Social Mediator to publicize Cherubim and its awardees.
6. **Instrument Bank.** Ensuring that Cherubim's instruments are maintained in professional playing condition, anticipating potential harms and taking remedial steps. Judging when, what and for whom it will be achievable to launch a funding initiative to acquire a new instrument. Taking imaginative steps to ensure that all instruments are out on loan.
7. **Newsletter.** Writing, editing and producing newsletters twice a year.
8. **Trustees.** Preparing agenda /reports for Trustees Meetings with Admin Director.
9. Cooperating in the **administration** required for the smooth running of the Trust, which involves attention to finance and loan contracts.
10. **Support.** The director can expect whole-hearted support from Trustees and volunteers for agreed projects.

The Director will work mostly from home, but should be prepared to travel for meetings, musical events and the handover of instruments. S/he will use his own computer, but reimbursement of some software purchases or upgrades may be appropriate.

Terms & Remuneration

The salary offered is £21,000 p.a. as a 0.5 post, equivalent to £42,000 p.a. The Director works approximately 86 hours per month, balancing hours flexibly between months according to work flow to ensure deadlines are always met. Travel expenses are paid, and certain technology expenses may be met.

There is a six month probationary period for induction /handover with the current Director. During this the incoming Director will prepare a detailed fund-raising strategy and developmental plan for the Trustees. At the end of the probationary period this will be discussed by the board, and its agreed form will constitute the basis for the Director's confirmation, who will thereafter implement it. At that point a contract will be offered with a minimum notice period of 3 months for both parties.

The director has the option of Class 1 employment with tax deduction, or Class IV with self-employed status.

The Trustees hope that on appointment the Director will be willing to commit for a period of years so that relationships with all stakeholders can mature and flourish.

Relationship with Awardees

Cherubim's instrument loans are offered for up to 5 years, which are normally renewed up to the age of 28. The Trust's relationship with awardees is crucial to its success. The director

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needs to develop informed informal mentorial relationships with each awardee personally so as to form a view of the potential of each for solo concert performances.

The Director is free to exercise judgment in awarding instruments. Our guidelines specify:

- * Evidence of talent, and the intention to become a professional musician.
- * Aged 15-25, but a lower age may occasionally be appropriate.
- * Based within 200 miles of London.

Funding of the Trust

Cherubim is not eligible for government funding. The main sources of income are donations, bequests, ticket sales, sponsorship, charges paid by awardees and Gift Aid. The trust actively seeks corporate and charitable support and other appropriate financial relationships.

Eligibility

Applicants need to demonstrate eligibility to work in UK, and must produce a DBS certificate.