



**Brent  
Music  
Academy**

## Director

### Role profile

#### The role

**Contract:** Permanent

**Start date:** May 2025 – September 2025 (ASAP, dependent on availability)

**Salary:** £55,000–£60,000 FTE depending on experience, pro rata at 40%

**Reports to:** Chair of Trustees

**Working hours:** Flexible; 2 days per week equivalent

**Location:** Remote, with live delivery taking place in locations in Brent, NW London. Office space will be arranged with a partner organisation

#### About BMA

Brent Music Academy (BMA) is an exciting new charitable organisation providing accelerated music, performance and industry opportunities coupled with pastoral and financial support to eliminate barriers to the music industry for young people from diverse backgrounds in the London borough of Brent and surrounding areas. Initially devised by long-time partners the Royal Philharmonic Orchestra (RPO) and Brent Music Service (BMS), BMA will address identified gaps in the existing music industry pipeline, working closely with partner organisations (including RPO, BMS, Institute of Contemporary Music Performance, Brent Black Music Co-op, Brent Council and others), families and educators to identify young people displaying relevant aptitude or ability – regardless of background or prior achievement – and design supported pathways into professional training, performance, work experience and industry opportunities. From small and large mixed ensemble and creative music opportunities (Performance Pathway) to music business, production and administration training and project work (Industry Pathway), BMA will offer the highest quality experiences to talented young people from all genres/musical backgrounds, irrespective of socioeconomic or other barriers, with the aim of creating inclusive progression routes and pathways into the wider music industry.



The Institute  
of Contemporary  
Music Performa



## Role purpose

The Director has overall responsibility for the impact, reach and quality of BMA's activities, delivering against our vision and mission, as agreed with the Board of Trustees. The Director plays a key role in shaping strategy, driving innovation and collaboration, while ensuring the organisation is efficient and effective in achieving its goals.

## Role outline

### Leadership & management

- Provide strategic leadership to the organisation and deliver against goals as agreed with the Board of Trustees
- Lead long term financial and strategic planning in response to ongoing dialogue with stakeholders, market research and a changing public and private sector funding climate
- Lead, empower, inspire and develop BMA staff, promoting new and creative thinking which supports BMA in achieving its mission
- Oversee staff recruitment and performance management, acting as a line manager to the Head of Learning Pathways, Programme Manager and Head of Fundraising, ensuring the implementation and monitoring of induction, professional development and succession planning
- Oversee the development, review and monitoring of BMA's budgets, finance and administration, maintaining clear financial management controls
- Ensure all relevant policies are maintained, up to date, approved by the Board of Trustees and consistently applied
- Act as Designated Safeguarding Lead and line manage staff in their safeguarding responsibilities
- Embed a quality and improvement culture, combining clear management information with an effective professional development model.

### Development, fundraising and promotion

- Evolve a sustainable business model for BMA that draws on a range of income sources from a mixed portfolio of services
- Work closely with members of the staff to:
  - Attract resources and investment through partnerships, fundraising and advocacy
  - Communicate clear brand identity and sense of community amongst those who support, work, learn or participate with BMA
  - Ensure that funders and other key stakeholders are kept informed and that reporting requirements are met
  - Maintain and develop effective relationships and networks with peers, partners and key stakeholders

## Role outline (continued)

### Working with the Board of Trustees

- Prepare and communicate strategic plans, business plan, fundraising plan, annual operational plan and budget for Board approval
- Provide appropriate presentations and reporting on progress against plans and matters relevant to the discharge of the Board's constitutional and legal obligations
- Assist the Board in identifying and developing Trustees in line with established codes of good practice

## What we can offer you

- A supportive, collegiate organisational culture within a high-purpose working environment, with opportunities to further your own continuous professional learning journey.
- Professional leadership opportunities within an ambitious and forward-thinking independent charity.
- Flexible working arrangements, including the opportunity to co-create your weekly timetable and ability to work remotely as appropriate.

## DBS

This position involves working with children and young people. The appointment will therefore be subject to an Enhanced Disclosure and Barring Service (DBS) check.

# PERSON SPECIFICATION

## Essential

The ideal candidate will have:

- Senior leadership experience in a charity, voluntary or public sector organisation or business
- Effective leadership skills, being an excellent team builder, able to delegate and empower others to maximise their strengths. Strong performance management skills, being able to set targets and maintain effective boundaries
- A clear vision and strategic mindset, being creative, versatile and willing to work outside their comfort zone
- Effective oral and written communication skills and be a persuasive advocate, able to build partnerships, contacts and networks, influence people, generate commitment and secure resources
- Excellent IT skills and digital competency, ideally including data handling / analysing experience
- The ability to initiate, build and maintain effective partnerships with a wide range of stakeholders
- A strong understanding of finance and budget management.
- A track record of generating income through diverse means, including trust and foundations, statutory partners, individual giving and corporate partnerships
- An understanding of inclusion and its importance in both music education and the workplace
- Evidence of commitment to reflective practice and/or further academic study/qualifications
- Resilience and self-accountability, with the ability to prioritise workload amidst conflicting demands, working responsively and calmly under pressure
- Understanding of the role of the DSL and best safer recruitment practice
- The ability to work flexible hours, including evenings and weekends, to meet the needs of the role

## Desirable

The candidate may also have:

- Understanding of voluntary sector governance
- An awareness of the wider cultural landscape around music hubs, music industry, ACE and current trends in music education policy and practice
- Experience of leading/managing at a senior level teaching or facilitating musical learning in schools, hubs, or youth settings with young people and those with additional needs
- Knowledge of statutory National Curriculum requirements in music, and understanding of the National Plan for Music Education
- Education qualifications such as PGCE, QTS