



Executive Director Information & Job Description



Wiltshire Young Musicians is a charity which provides musical opportunities for young people. We have 21 ensembles across the county available to all musicians and aspiring musicians aged 4 - 19. The groups range from complete beginner string ensembles and steel pans to advanced level senior orchestra and concert band. Our workshops and events include rock band days and large school events with 300+ young people. Our ethos is to provide an opportunity for every young person to learn a musical instrument and take part in high quality performances at professional venues throughout Wiltshire, no matter what their background or circumstance. We have weekly ensemble rehearsals in Bradford on Avon, Trowbridge, Chippenham, Devizes and Wootton Bassett. In addition to our regular weekly activities, we annually hold 9 large events offering opportunities to young people around the county to participate in professionally run events in professional venues. Our outreach workshops in collaboration with the Wiltshire Music Centre, Wiltshire Schools and other organisations across the county allow us to enthuse youngsters to give music a try.

We are looking to appoint a new Executive Director to build on the strong foundations already in place.

The successful candidate will work in our small team to oversee the financial, accounting and legal functions of Wiltshire Young Musicians and grow the organisation further. In particular the Executive Director will focus on:

Stability. Wiltshire Young Musicians are faced with the challenge of attracting young people to music whilst the level of funding and overall instrumental learning nationwide is reducing. The new Executive Director will build on the current organisation and its systems to continue providing excellent musical learning opportunities for young people, and increase participation within the county.

Equality, Diversity & Inclusion. WYM is committed to making sure EDI is fundamental in what we offer and how we operate. Our new Executive Director will ensure that EDI continues to hold focus in all our future development activities.

Direction. Building on the stable foundation already in place, and drawing on promising, exciting new ideas, our Executive Director will work alongside our Musical Director to set out a vision for the direction of WYM over the coming years.

Development. The Executive Director will create a plan to secure the necessary income and funding for new and existing projects, and work closely with the Musical Director and Tutors to ensure the effective implementation of the plan.



Streamlining. Working closely with the Musical Director and other staff, the Executive Director will critically assess current processes and implement positive change in the running of the the organisation.

Wiltshire Young Musicians Executive Director Job Description.

1. Financial/operational Management

To be responsible for the financial and operational viability of the organisation:

- Work with the Musical Director on the development and implementation of the organisation's business plan;
- Plan and deliver an annual budget, reporting against it to trustees on a regular basis;
- Alongside the treasurer maintain strong financial protocol including ensuring Cashflow remains at an appropriate level.
- Prepare and aid in the submission of Gift Aid Claims.
- Alongside the Musical Director, manage the WYM administrator to ensure that day to day tasks are performed effectively.
- Review and amend WYM policies annually.
- Act as safeguarding lead, undertake a safeguarding audit annually and assist the Administrator in keeping the central safeguarding record up to date, to ensure all staff have the correct documentation and training.

2. Fulfilment of statutory responsibilities

- Ensure that all contracts, including those for tutors, rehearsal rooms, and concert venues, are reviewed, agreed and issued in a timely manner;
- Ensure that all regular licences and permissions, including insurance policies, are renewed annually and best cover the organisation's changing needs;
- Work with the Wiltshire Young Musicians committee, the board of Wiltshire Young Musicians Ltd and our accountants to ensure that all statutory responsibilities for both the Limited Company and the Charity are met in time.
- Report to key funders as required.

3. Development

Develop and deliver new income generation and fundraising strategy to agreed budgets and targets that supports the work of Wiltshire Young Musicians:

- Increase membership of core ensembles.



- Cultivate positive relationships with existing stakeholders, including the local music hub and Wiltshire Music Centre.
- Establish new avenues of income in line with the charity's objectives;
- Collaborate with the Musical Director and tutors over the development and shaping of additional projects to ensure that these not only meet artistic objectives but also have potential to generate extra income or funding;
- Maintain a Case for Support and other funding materials for use in writing funding applications to trusts, foundations and bodies such as Arts Council.
- Scutinise current processes and identify areas that can be streamlined or made more efficient financially and in terms of time;
- Apply to funding organisations for new projects, and maintain and build current levels of funding with long term supporters.
- Develop a strategy for commercial sponsorship and build relationships with potential patrons of Wiltshire Young Musicians.
- Develop advertising and PR strategies to ensure the highest possible level of marketing.
- Develop our EDI plan ensuring it remains at the core of the organisation's business plan.

4. Safeguarding

- Act as deputy safeguarding lead for the organisation and be a primary contact for Wiltshire Young Musicians tutors with regards to safeguarding their members.
- Liaise with the safeguarding lead over any serious safeguarding issues that arise and contact the appropriate authorities where necessary including MASH and the Police.
- Keep up to date training and full knowledge of safeguarding requirements and, along with the safeguarding lead, ensure these are being met throughout the organisation, including with employees and contractors.





Person Specification

Essential

- Ability to work both strategically and operationally in a not-for-profit organisation.
- Significant leadership or management experience, ideally within the charity, arts, education, or youth sector.
- Experience developing and delivering strategic plans and organisational growth.
- Proven track record of fundraising, grant applications, or securing sponsorship and partnerships.
- Experience of managing budgets, staff, and organisational resources.
- Knowledge of Quickbooks or other online accounting system.

Desirable

- Experience working with Boards of Trustees and supporting governance.
- Resilient, adaptable, and able to work in a dynamic charity environment.
- Creative thinker with a vision for expanding musical opportunities.
- Experience working with young people or youth programmes.

