



**The Scottish Schools Orchestra Trust is seeking a Director to lead on the planning and delivery of its programme of non-auditioned music activities.**

The Scottish Schools Orchestra Trust has been running residential courses in orchestral and wind band playing for children aged 9-15 during the summer holidays since 1985. Over this time we have built up a reputation for excellent teaching in a supportive and nurturing atmosphere, with participants returning year after year.

Our core activities include

- A six-day summer residential course in July each year for young musicians aged 9-15, offering symphony orchestra, wind band and string orchestra rehearsals and performances alongside arts and craft activities, sport, and social events.
- Two single-day Play Away Days, in November and February, in which children aged 8 and above join forces to form a wind band and a string orchestra in a day, culminating in a concert for family and friends.

We believe whole-heartedly that music-making should be encouraged at all levels, and we aim to support all young musicians, whether they plan to study music at college, at school or at home, or are just starting out on their musical journey. Unlike many holiday music courses, we do not audition, and we accept all applicants who fit the age criteria and are able to play at grade 2 standard or above. Our aim is to challenge all participants at their own level, to build on their own motivation and enthusiasm, and to develop an ongoing passion in those who will become the performers, audiences and supporters of the arts in the future.

SScOT is overseen by a dedicated team of Trustees, and a management committee made up of parents and staff that determines the activities of the organisation. The day-to-day running of the organisation is carried out by the Director.

SScOT is a registered charity no. SC015709.

### **The role**

Reporting directly to the Board of Trustees and the Management Committee, the Director takes responsibility for the planning, administration and delivery of all SScOT's activities. The role will suit an exceptionally organised, self-motivated individual with a passion for music education. It is expected that the Director will:

- Be a key contributory member of the organisation
- Develop a mutually supportive and close working relationship with the Board of Trustees & the Management Committee chairs and members.
- Implement policy decisions in a way that reflects well on the organisation.
- Promote the work of the organisation in all circumstances, and to seek opportunities for so doing.
- Be well informed about the provision of music education in schools and through specialist courses, both in term and holiday periods.
- Maintain strong and progressive links with all who are or have been associated with the organisation.

## Key responsibilities

- **Planning, organising and administration.** To make all arrangements necessary for courses, concerts, Play Away Days, Trustees' meetings and Committee meetings. To respond to enquiries from parents and others. To keep all records up to date.
- **Directing courses and Play Away Days.** To be present at all SScOT events and ensure their smooth running. To co-Direct residential courses, currently with Christopher Turley.
- **Financial management.** To prepare and regularly update an annual budget. To keep day-to-day accounts up to date & liaise with an Independent Examiner about preparation of annual accounts. To oversee allocation of bursaries from SScOT's Mary Carmichael Fund.
- **Fundraising.** To research and apply for funding for SScOT's activities and to report on activity as required by each funder.
- **Monitoring & reporting.** To ensure Trustees and Committee are consulted and kept informed as appropriate. To schedule, contribute to, and take minutes at, Trustees' and Committee meetings. To seek feedback from course participants in order to inform future activities. To create an annual report to accompany the annual accounts.
- **Legal responsibilities.** To be SScOT's official representative with OSCR, HMRC & Disclosure Scotland, ensuring statutory requirements are met, and ensuring compliance with data protection and child protection responsibilities.
- **Staffing.** To research, recommend and book staff and student assistants for courses and Play Away Days, in consultation with committee members as necessary. To support staff and student assistants, practically and emotionally, in their work with SScOT.
- **Publicity.** To arrange for publicity leaflets for all events to be printed and distributed. To keep web-site up-to-date using WordPress, and updating social media feeds. To prepare adverts and press releases as required.
- **Strategic planning.** In consultation with Trustees and Committee members, to ensure that SScOT is run in such a way as to aid its development and maximise its chances of success in the long term.

## Person Specification

It is expected that the new Director will:

- have a strong interest and experience in music education and ensemble playing
- have previous experience in organising musical and/or educational events
- have an existing network in the field of music education
- be well-organised, calm and supportive
- have integrity, energy, stamina, patience and a sense of humour
- be proactive, self-motivated and able to work flexibly and to deadlines without supervision, prioritising as necessary and seeking help and advice as necessary
- have the ability to think creatively, solving problems and taking initiative as necessary
- have excellent written and verbal communication skills
- be computer-literate, including familiarity with WordPress
- have a keen eye for detail

## Terms

This contract is offered on a self-employed basis, with the role conducted from the successful candidate's home. It is anticipated that the candidate will be based in Scotland, but location can be flexible and meetings can be held remotely.

The fee for the role is £12,000 per annum, paid monthly with expected working hours in the region of 1.5-2 days per week which may be worked flexibly. The Director is expected to attend all SScOT events, including the residential course which in 2022 will take place from 11-16 July at Queen Victoria School, Dunblane.

The successful candidate will be required to join the PVG Scheme for regulated work with children (unless already a member, in which case an Existing Scheme Record check will be required)

Start date is negotiable and could be as soon as the successful candidate is available.

### **How to apply**

To apply, please send a CV and covering letter (no more than two sides of A4) to Robert Baxter, Chair of Trustees, via email to [admin@sscot.org.uk](mailto:admin@sscot.org.uk). Please include details of two referees (permission will be sought before taking up references). Applications should be received by 5pm on Friday 29<sup>th</sup> October 2021. Interviews will take place in early November.

For an informal discussion about the role please contact the current Director, Kate Whitlock, on 07763 973 842.

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