



**Post of:**

**Chief Executive**

**October 2020**

Soundwell Music Therapy Trust, PO Box 3313 Bristol BS5 5GJ  
Registered Charity Number: 1093992

## **Introduction**

This is an exciting opportunity to join Soundwell Music Therapy Trust, a small innovative charity operating in the South West specialising in adult mental health.

Soundwell is the only specialist adult mental health music therapy charity in the UK. Since 2002, we have used music to help people whose lives are seriously affected by mental illness. We also work with unpaid carers in need of support and respite. Services are provided free of charge to clients.

Music therapy promotes change and recovery through the use of musical instruments and voice. The use of music therapy as a therapeutic tool is an internationally recognised intervention, well-established and recommended as a valuable practice, as evidenced in the current NICE guidelines. Music therapists are both skilled musicians and trained therapists who are registered with the Health and Care Professions Council (HCPC).

At Soundwell, our therapists specialise in working with adults with severe and enduring mental illness, who may also be experiencing other disadvantages such as physical illness, substance misuse, discrimination, abuse and homelessness.

We work in many key disadvantaged communities, with most of the work now based around Bristol and Bath. In response to Covid-19, we are also currently operating a phone support and online service, and the early results have been extremely positive.

Our current CEO is due to retire from his post during 2020 having completed 5 years' service, and after overseeing many important changes to the service operation and its associated funding.

The Trustees now seek an inspirational leader to build on the Charity's success to date and take Soundwell to the next level. In 2022, Soundwell will be celebrating its 20<sup>th</sup> Anniversary, and a special fundraising and awareness campaign will be launched in Autumn 2021 – an excellent opportunity for the new CEO to establish him/herself and lead the charity forward.

The role is supported by the following part-time staff:

Lead Services Manager  
Local Service Co-ordinator [Bath and Bristol – 2 posts]  
Finance & Funding Manager  
Administrator  
Team of Music Therapists

In summary, the successful candidate will be able to demonstrate proven excellence in the following:

- Leading, managing and supervising a workforce
- Fundraising and strategic development within a charity
- Communication, with the ability to talk with passion and clarity about the benefits of Music Therapy for adults with high mental health needs to a wide audience
- Forging partnerships with other external organisations and providers

## **Job Description**

Job Title:	Chief Executive
Date Prepared:	1 <sup>st</sup> October 2020
Hours:	22.5 hours per week
Location:	Primarily home-based, with some travel and work from key Soundwell bases in Bristol and Bath
Salary:	£40-45,000 per annum, pro-rata dependent on experience
Accountable to:	The Trustees of Soundwell Music Therapy Trust
Probation Period:	6 months

## **Job Purpose**

- Be responsible, and accountable to the Board, for all day to day operations of the charity as set out in the Trustee Board Scheme of Delegation
- Provide internal and external leadership and direction in developing and implementing Soundwell's strategy, with projects and plans consistent with Soundwell's charitable objects
- Work inclusively with Trustees, Staff, Clients and partners to take Soundwell to the next stage of its development and beyond
- Ensure the effective and efficient running of Soundwell as an organisation
- Take the lead in the development and delivery of fundraising plans and business development

## **Principal Duties:**

### *Operations:*

- Ensure efficient operational and project planning in accordance with Soundwell's agreed strategic direction
- Empower the team to plan and optimise the effective use of all resources
- Develop and maintain good relationships with formal and informal partners, enabling good networks with other organisations and individuals
- Oversee effective ongoing monitoring and evaluation

### *Funding and Fundraising:*

- Take the lead in developing, implementing a programme of applications to Grant Making Trusts, by researching, writing and submitting appropriate and targeted applications
- Take the lead in actively supporting the fundraising programme.
- From Autumn 2021, work closely with the 20th Anniversary Chair and Committee to achieve a successful fundraising and awareness appeal outcome
- Negotiate and develop current commissioning agreement and apply for future opportunities as appropriate.
- Make formal and informal presentations on behalf of Soundwell at fundraising and other events

### *Governance:*

- Support the Board in policy development
- Support the Board to identify and recruit new Trustees to meet skills gaps
- Take responsibility, in collaboration with the Trust Secretary, for preparing all necessary papers required for an effective Trustee Meeting

- Attend Trustee Meetings
- Take responsibility for the organisation and delivery of the Charity's annual away day
- Oversee production of the Annual Report

*HR:*

- Ensure that all staff are fully empowered to carry out their duties to the best of their abilities
- Oversee the recruitment and induction of staff
- Ensure all staff each receive an annual appraisal
- Ensure training needs are met, in line with the budget available.
- With board support, manage any disciplinary issues that may arise.

*Finance:*

- Work with the Treasurer to provide financial stewardship of resources
- Ensure an annual budget is presented to Trustees for approval
- Ensure financial information is kept accurately and provided in a timely way

*Service Quality:*

- Ensure Soundwell's high service quality standards. This includes responding flexibly to the needs of different client groups in accordance with a psychodynamic approach.
- Ensure that records of all clinical work are kept in accordance with legal requirements.

*Self:*

- Keep up to date with new and current trends in music therapy and overall philosophies of care
- Have a personal commitment to, and a shared responsibility for own personal development, well-being, and training needs

**Note:**

This job description is not exhaustive and will be reviewed from time to time and amended by mutual agreement. The postholder will receive regular reviews together with an annual job appraisal with the Trustees to review progress, job description and performance in post.

A DBS Enhanced level disclosure check will need to be in place for the successful applicant alongside documentation to evidence the candidate's right to work in the UK.

**Person Specification:**

- Proven experience of successful service leadership/management, preferably within a charitable environment, including delivery against agreed outcome and budgets
- Empathy, understanding and genuine commitment to Soundwell's work and approach
- Experience of working with a board of trustees and/or a charity
- Proven success in raising funds from the public, trusts and commissioning bodies
- Experience of successful partnership working
- Strong operational management experience in a service delivery environment
- Political awareness and an understanding of the social and economic environment in which the charity operates
- Strong interpersonal and communication skills including the ability to speak publicly on behalf of the Charity

- A strong interest in listening to the voice of the service user
- Tact, diplomacy, warmth and the ability to take an unpopular line, or decision when necessary.
- A good understanding of, and a commitment to, the values of equal opportunities, impartiality, and confidentiality as it applies to your own work, teamwork and service provision.

### **Application Process:**

For an informal discussion, please contact Glyn Berwick, CEO at [glyn.berwick@soundwell.org.uk](mailto:glyn.berwick@soundwell.org.uk)

To apply, please submit your c.v plus covering letter of no more than 2 sides of A4, setting out exactly how your skills, knowledge, training and previous experience, whether paid or unpaid, are relevant to this post, and explaining your motivations for applying.

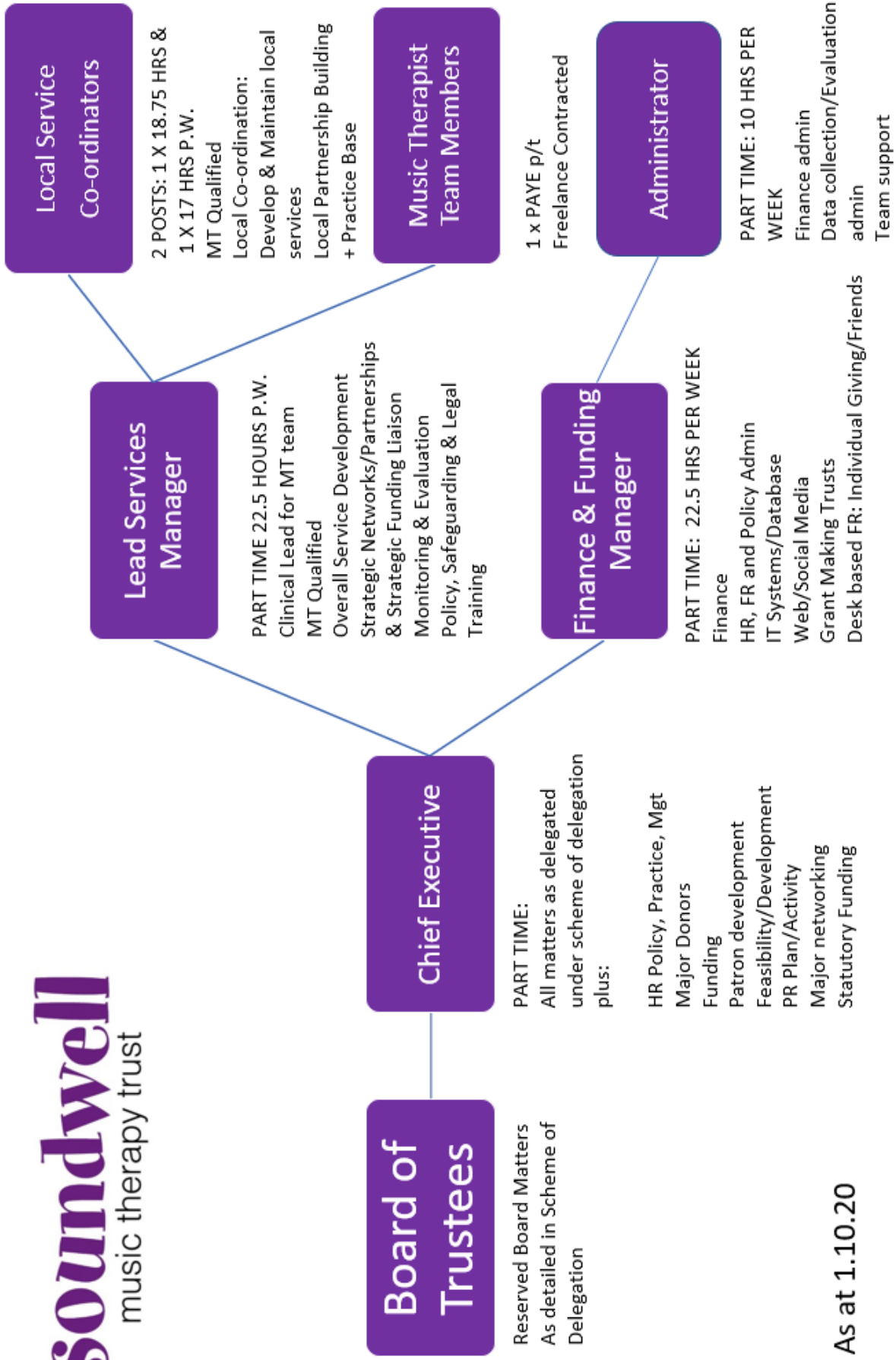
Send your application to: [trustees@soundwell.org.uk](mailto:trustees@soundwell.org.uk)

Closing date for all applications: **Friday 30<sup>th</sup> October 2020 at 5pm**

Date of initial interviews: **From mid-November, initially online**

Target Starting Date: **1<sup>st</sup> April 2021**

**Appendix 1 – Organisational Chart**



As at 1.10.20