

Trustee Recruitment Pack 2024

An overview of our organisation and its aims

Soundwell was established in 2002 in response to an identified need for specialist community-based music therapy for adults with serious mental health need in the South-West. Over the last 22 years; Soundwell has steadily flourished from one group; to a range of services providing a unique, inclusive and accessible music therapy service for adults affected by serious and enduring mental illness across Bath and North East Somerset (B&NES) and Bristol. This has included developing our work with unpaid carers as wellbeing support and introducing singing groups for social prescribing. All of our services are free of charge and we engage people experiencing a range of need, including the most vulnerable, marginalised and isolated adults affected by mental illness. Our overarching aim is to preserve and protect mental health and assist in rehabilitating people experiencing emotional or mental distress to support them towards leading fulfilling lives.

What we are looking for

Soundwell is led by 2 Co-directors, Emma Weatherup leading on service delivery, and Zoë Newing-Moore leading on Finance and Administration. Emma is a qualified music therapist and safeguarding lead with over 17th years' experience working in adult mental health. Zoë has worked in finance for 20 years, with the last 10 years working with small to medium size charities managing day to day financial responsibilities as well as reporting and financial governance. We have 2 Local Service-Coordinators who, as qualified music therapists, led on the administration and delivery on the services in their given areas. Session delivery is supported by a team of experienced freelance music therapists, and our employed team are supported by an administrator.

The employed staff team are supported by The Board of Trustees who are collectively responsible for the overall governance and strategic direction of Soundwell Music Therapy Trust, the financial integrity of its activities, and ensuring conformity with all legal and regulatory guidelines. We have an excellent board of 9 trustees who have a wide variety of skills and experience, but following a trustee skills audit we have identified the following gaps, which we would like to recruit to;

- Fundraising ; to help us develop and implement our fundraising strategy.
- IT ; to help us make the most of our current IT systems and ensure they remain efficient and fit for purpose.

'Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run.'

The Charity Commission for England Wales

You can find out lots more about the role of trustees here:

www.gov.uk/guidance/charity-trustee-whats-involved

The role

Trustees play a crucial role in ensuring the success of a charity, and we are looking for individuals who are passionate and committed to working to support adults with mental health need.

All trustees have the following key responsibilities;

1. Ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
2. Be responsible for the performance of the charity and for its 'corporate' behaviour.
3. Ensuring that the charity complies with all legal and regulatory requirements.
4. To safeguard the charity's assets taking all due care over their security, deployment and proper application.
5. Ensuring that the charity's governance is of the highest possible standard.

Trustee person specification;

- commitment to our vision and values
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgement
- an ability to think creatively
- willingness to speak their mind, balanced with a respect for the opinions of others
- an ability to work effectively as a member of a team
- an acceptance of the legal duties, responsibilities and liabilities of trusteeship

Previous board/trustee experience is not necessary and we welcome applications from all ages and backgrounds. This position could therefore suit individuals taking their first steps to develop wider board level and governance experience. If you don't have our identified skills gaps but you believe that your background could be useful to us and you are interested in joining our board, please do still get in touch

Time commitment

Board meetings are held remotely four times a year, although there may also be occasional requirements to meet in person in Bristol or Bath. We hold an annual team away day in either Bristol or Bath in November, which often includes an element of training, and we expect all staff and trustee to attend. Additionally, you will support your fellow trustees and staff members on an ad hoc basis. The total time commitment averages around three hours each month.

The roles are unpaid but we will pay travel expenses.

What's in it for you?

- You will be helping a small charity make a big difference to the lives of people in real need.
- Develop valuable skills, knowledge, experience and networks within the voluntary sector.
- Work alongside a committed and varied team of trustees, all striving to grow Soundwell Music Therapy's charitable impact.
- Feel great by giving back!

Becoming a trustee is a wonderful way of gaining new skills and experiences – and a great way to feel you’re giving something back. Research by Getting on Board, which supports individuals to join charity boards and helps charities recruit trustees effectively, has found:

96% of trustees said they had learned new skills

84% said being a trustee made them happier

73% said it made them more confident

22% received a promotion at work because of becoming a trustee

How to apply

We’d love to hear from people of all backgrounds, from anywhere in the UK. It’s important to us that our Board has the diversity of thought to underpin good governance, and we particularly welcome those with lived experience of mental health need.

You don’t need to have any previous trustee experience as we’ll provide training.

To apply, just send us a copy of your CV, along with a short covering letter explaining why you’re applying and what you could bring to Soundwell Music Therapy Trust.

Send applications to our Co-Directors at:

director@soundwell.org.uk