

## Appointment of Chief Executive

### Candidate Information Pack

September 2019



*With thanks to The Otakar Kraus Music Trust (OKMT) for the use of their photographs of music therapy in action.*

# WELCOME TO BAMT

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Dear candidate,

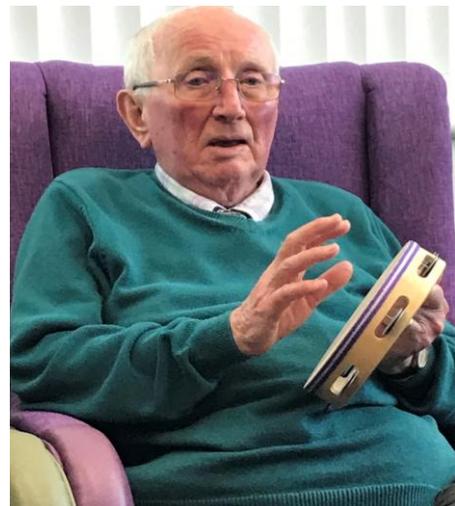
Thank you for your interest in the post of Chief Executive of BAMT. This is a particularly important and exciting time for us in our development and growth. Our Charity is expanding, our reach is extending and we approach the future with a renewed sense of purpose.

BAMT is the professional body for music therapy in the UK supporting practitioners and non-practitioners in the work they do with the most vulnerable in our society. The work of music therapists has a decisive impact on the lives of hundreds of people every day and makes a real difference to people who face challenges in life; with children and adults, spanning mental health, disability and neurology. We are proud of the work of our members and we are committed to advancing knowledge in the music therapy field, promoting the art and science of music therapy through research and education and raising awareness of the benefits of music therapy to enhance the lives of children and adults.

We are now seeking an exceptional Chief Executive to lead BAMT; someone who will be motivated by the challenge and have the passion, skill and ambition to drive us forward. As we are creating this role for the first time, it is an exciting time to join us, providing a real opportunity to help shape this new era, to further raise BAMT's profile and to enable us to develop, grow and thrive. With an engaged Board and an experienced, knowledgeable and committed Core Team, we are seeking someone who will help to ensure effective governance, financial stability and growth whilst also helping us to be a clear voice for the profession, influencing multiple current agendas.

In return, we offer a competitive remuneration package and the opportunity to work in a vibrant part of London, easily accessible by public transport. If you believe you have the skills, experience and qualities we are looking for, we very much look forward to hearing from you.

**Ben Saul, Chair of Trustees**



# OUR CHARITY

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The British Association for Music Therapy (BAMT) was established in 2011 following a merger of the Association of Professional Music Therapists (APMT) and the British Society for Music Therapy (BSMT). BAMT's purpose is to promote, for the public benefit, the art and science of music therapy and the use and development of music therapy for children and adults with a wide range of needs; to advance education in music therapy; and to promote understanding of music therapy for the general public.

## What is music therapy?

Music plays an important role in our everyday lives. It can be exciting or calming, joyful or poignant, can stir memories and powerfully resonate with our feelings, helping us to express them and to communicate with others.

In music therapy, music therapists draw upon the innate qualities of music to support people of all ages and abilities and at all stages of life; from helping newborn babies develop healthy bonds with their parents/carers, through to offering vital, sensitive and compassionate palliative care at the end of life.

Music therapists support the client's communications with a bespoke combination of improvised or pre-composed instrumental music and voice, either sung or spoken. Individual and group sessions are provided in many settings such as hospitals, schools, hospices and care homes.



# OUR CHARITY

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## Our Purpose:

To promote the profession and practice of music therapy, and act as a voice for those who could benefit from music therapy and for those who provide music therapy.

## Our Mission:

- To promote and develop the understanding of music therapy across a range of audiences;
- To promote the use and development of music therapy for children and adults with a wide range of needs;
- Support members to develop their professional and clinical skills and knowledge;



- Advance the education research and practice of music therapy to the highest possible standards;
- Work in partnership where possible to develop the understanding and use of music therapy

## Strategic Plan: Provide, Promote, Enthuse, Develop and Ensure

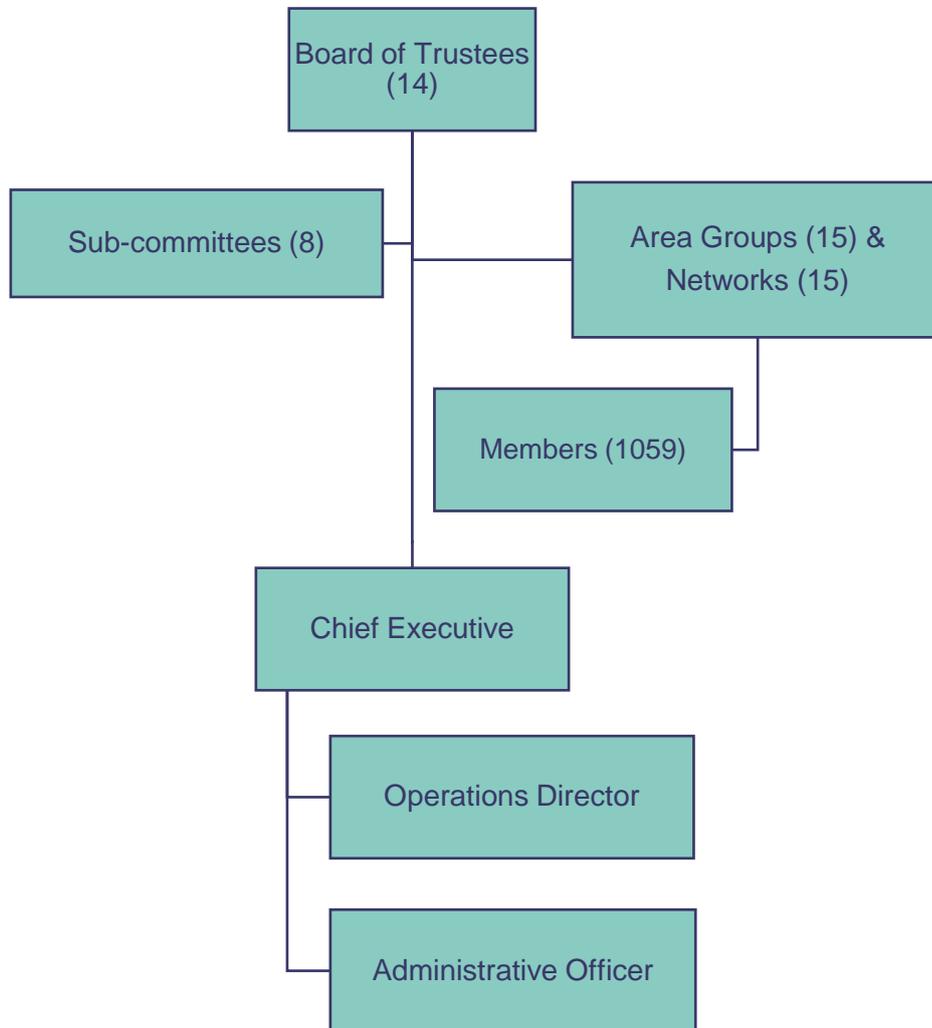
In order to fulfil our Purpose and Mission, our Strategic Plan is to:

- Provide resources and develop initiatives to increase knowledge, skills, and opportunities for our membership;
- Promote the art and science of music therapy through research and education development, extending the profile, understanding and application of music therapy in its various forms for a range of audiences;
- Enthuse the energy, skills and knowledge of our members, and increase our membership;
- Develop partnership working to increase public engagement, support (music therapy) public health initiatives, and support the creation of environments where music therapy can flourish;
- Ensure that BAMT is a financially sustainable charity and company.

# OUR CHARITY

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## BAMT Organisational Structure



# THE ROLE OF THE CHIEF EXECUTIVE

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## JOB DESCRIPTION

### Purpose of the Role

The Chief Executive (CE) will have responsibility for leadership, management and administration across BAMT, ensuring effective governance, financial stability and growth.

The CE will support the Board of Trustees in the development of BAMT's long-term strategy in line with its mission and purpose. Working with the Core Team, the CE will deliver the strategic priorities, enabling the organisation to develop, grow and thrive.

The CE will be an ambassador for music therapy at a diverse and strategic level and a leader and role model for employees, trustees, members and volunteers.

## Key result areas and responsibilities

### Leading and managing the organisation

- Work closely with the Board to continue to develop and evolve the current vision and long-term strategy that guides the organisation in meeting its objectives.
- Ensure that there is commitment to the values and ethos of BAMT and that these are understood and applied across the whole organisation.
- Be responsible to the Board for the implementation of the Strategy and Business Plan and annual plans, reporting on implementation, risk and progress.
- Develop and maintain positive collaborative partnership arrangements across all sectors.
- Take responsibility for the overall financial health of the organisation, ensuring that appropriate budgets are prepared, approved, monitored and controlled.
- Lead on Continuing Professional Development (CPD) to build on:
  - the development of training for both clinicians and non-clinicians; and
  - the potential revenue stream available to BAMT from the clinical and professional training of members.
- Provide clear and inspirational leadership to the Core Team ensuring their professional performance and development needs are addressed.
- Grow and develop the Core Team to deliver the strategic objectives of BAMT.
- Promote and develop membership involvement and ensure continuity and development of services provided by BAMT through monitoring, evaluation, review and quality control.  
Ensure the future sustainability of BAMT.

### External Promotion and Fundraising

- As an ambassador of BAMT, externally promote and represent the charity, further raising its visibility and reach.
- Develop and maintain good relations and effective networks with relevant stakeholders including the Government, statutory bodies, education institutions, funding bodies, volunteers and the wider membership.

# THE ROLE OF THE CHIEF EXECUTIVE

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- Identify funding needed to deliver the Strategy and Business Plan, developing and building relationships with partners, supporters, funders and potential funders to maximise opportunities for income generation.
- As this post will initially be funded from reserves, which cannot be sustained in the long term, the CEO will be expected to generate additional income to help balance income and expenditure.
- Provide direction and support to staff and volunteers involved in income generation activities and ensure team efforts are co-ordinated.

## Governance

- Ensure that the business of the Board and its committees is effectively managed and that the highest standards of corporate, clinical and financial governance are observed throughout the organisation.
- Support the Chair and Board of Trustees to fulfil their duties and responsibilities, ensuring that the Board and its committees receives regular reports on the progress of the organisation in meetings its targets, plans and responsibilities, and in providing information and analysis across all its activities.
- Support the Chair in ensuring the continued engagement and involvement of all members of the Board in the process of self-assessment and development.
- Ensure the organisation meets its constitutional, regulatory and legal obligations.

*This job description forms part of the contract of employment of the person appointed to this post. The aspects are not in priority order, are not exhaustive and are likely to evolve with time.*

# THE ROLE OF THE CHIEF EXECUTIVE

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## PERSON SPECIFICATION

Candidates must be able to provide demonstrable evidence of their abilities in the following areas:

### Knowledge and Experience

- Leadership and direction: the successful candidate will have successfully managed an organisation or large division or department and have experience of turning strategic aims into practical plans for delivery.
- Experience of managing a healthy organisation, including the stewardship of resources (time, people and finances), income generation and the policies, systems and processes needed for sustainable development.
- Experience of working in the third sector with boards and committees to ensure effective governance.
- Evidence of working with key external stakeholders including influencing change effectively and in partnership with other key players.
- Sound knowledge of financial and project management.

### Skills and Leadership Style

- A creative strategist, able to work with the Board to define a clear direction for the Charity and then articulate that vision both inside and outside the organisation.
- Strong networking skills, with an ability to build excellent relationships with a wide range of stakeholders, maintaining and building effective and successful alliances.
- A confident communicator who is capable of delivering messages to a variety of audiences and building a sense of passion and engagement.
- A natural leader with the ability to motivate and work alongside a small, developing team and bring together the wider community of music therapists.
- Ability to work cooperatively with the respective roles of the Board and operational management.
- Passionate about contributing to the development of BAMT and music therapy across the UK.

### Education, qualifications and training

#### Essential

- Educated to Degree level or equivalent.
- Commitment to own Continuous Professional Development (CPD).

#### Desirable

- Masters degree or professional qualification.
- Experience of leading a professional body.

# TERMS OF APPOINTMENT

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| Salary              | Up to £55,000 pro rata dependent on skills and experience.   |
| Pension scheme      | There is a 3% employer's contribution to the pension scheme.   |
| Leave               | 28 days per annum (pro rata) plus Bank Holidays.   |
| Location            | The CE will be based at the BAMT Head Office in the heart of Islington, within walking distance of Underground and Main Line stations. |
| Contract Hours      | This is a permanent, part-time (0.6 FTE) appointment, flexible working will be required.   |
| Probationary Period | There will be a probationary period of six months during which time months' notice will apply to either side.                          |
| Notice              | After successful completion of the probationary review, there will be a minimum of three months' notice on either side.                |

## HOW TO APPLY AND RECRUITMENT TIMETABLE

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We hope you will consider making an application. If you have questions about the role and would find it helpful to have an informal conversation, please contact the BAMT office on 0207 837 6100 or [info@BAMT.org](mailto:info@BAMT.org) to arrange a phone call with our Chair.

Please read carefully the Job Description and Person Specification. You should address these selection criteria in your CV and supporting statement as they will determine whom we shortlist for interview.

To make an application, please provide:

- Your CV.
- A supporting statement (of not more than 3 sides of A4) setting out why you think this role is the right move for you, how you meet the criteria in the Knowledge and Experience section and what you will bring to BAMT.
- The names and contact details of two referees, including address, email and telephone number.

Applications should be submitted to [info@BAMT.org](mailto:info@BAMT.org) and all applications will be acknowledged by email. The closing date is **noon on Friday 27<sup>th</sup> September 2019**.

Shortlisting will take place during **w/c 30<sup>th</sup> September** and shortlisted candidates will be advised by email. References will be verified at this stage.

Interviews will take place on **Thursday 10<sup>th</sup> October 2019**