**The Countess of Munster Musical Trust**

**Executive Director**

**Job Description**

The Countess of Munster
MUSICAL TRUST

## 1. Background

The Countess of Munster Trust, founded in 1958 by Lady Munster, is a UK registered charity that gives grants to young musicians in performance and composition to help towards the costs of post-graduate study. The Trust is committed to identifying and helping outstanding young musicians who have the talent and commitment to achieve their potential as professional musicians. The financial support offered by the Munster Trust sits alongside other sources of funding and can be used to meet educational fees or living expenses.

The Trust also runs a funded Recital Scheme, offering a select number of previous Munster award holders a range of regional performance opportunities, further helping pave the way from a learning environment to a thriving performing career.

## 2. Executive Director

Responsible to the Chair and Trustees of the Countess of Munster Trust, the Executive Director leads and manages all aspects of the Trust's activities, primarily the cycle of annual awards to postgraduate musicians but also the Trust's Recital Scheme, Trustee meetings, partnerships and overall promotion of the Trust. The Executive Director is assisted by a part-time Operations Assistant.
This is an exciting role for someone with a passion to help nurture the next generation of emerging musicians working for a Trust that plays an important part in the support of young talent with a commitment to work with similar funding bodies to ensure the support given to students is as effective and relevant as possible.

## 3. Principal Duties

**3.1** To manage and review the Trust's policies and procedures

**3.2** To oversee and manage the entire annual audition cycle: initial application and selection procedure, live auditions and awards, and all communications surrounding every point of the process

**3.3** To lead and manage the Trust's Recital Scheme

**3.4** To book venues and manage Trustee meetings including the preparation of agendas and subsequent minutes

**3.5** With the Chair and Financial Trustee, to manage the finances of the Trust and all payments to award holders

**3.6** To ensure the upkeep of the Trust's website and all other forms of communication

**3.7** To maintain the Trust's partnerships, notably with the LSSO and Manchester Music Hub

**3.8** With the Chair and Trustees, to review the Trust's activities and scope to ensure that it's work remains up-to-date and relevant

**3.9** To line-manage and train the current and future Operations Assistants and to oversee and monitor their work

**3.10** To provide overarching leadership to ensure the continuing success of the Trust and its work

**3.11** Experience in Charity administration would be an advantage

## 4. Personal skills and attributes

- Excellent administrative skills (familiarity with Microsoft Office and One Drive desirable)
- Good communicator in both written and verbal forms
- Understanding and experience at a senior level of the wider music sector with particular interest in, or knowledge of, challenges facing early career musicians
- Good rapport with young people, and the ability to build good working relationships with Trustees and partners
- Ability to innovate
- Ability to review and enhance the Trust's work

## 5. Location

The Trust shares office space with YCAT at Somerset House where the Operations Assistant works full time, his hours are split between YCAT and Munster Trust. The Executive Director will work one day from the office (flexible), the rest of the time from home.

## 6. Hours

20 hours per week, flexible over the year depending on workload.

## 7. Salary

The gross salary for this 20-hour-per-week role is **£32,271.12 per annum**, payable in monthly instalments of **£2,689.26**. This is the actual salary payable, not full-time equivalent figure and will not be reduced pro rata.

## 8. How to apply

Please submit a CV and cover letter and send it to admin@munstertrust.org.uk
Closing date for applications is Friday 30th October. Interviews will take place in the week commencing the 9th of November.