



# Trustee Recruitment Pack 2024



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## Welcome

Thank you so much for your interest in the role of Trustee at Soundabout. Soundabout is a small national charity with a 28-year track record of supporting Learning Disabled people of all ages with complex supports needs to thrive through music and sound.

Soundabout is in a strong position having come through the pandemic and cost of living crises. The board are supporting the charity's current strategic aims around development of high quality programmes across a further reach, understanding impact more deeply, diversification of income, and growing profile. Soundabout is also focussed on increasing learning disability representation across all levels of the organisation, which includes how the board and how the board works alongside participant advisory groups. As Soundabout approaches it's 30th anniversary in 2027, key areas for the board are consideration around ensuring stability while also enabling the charity to grow and flourish for the next 30 years.

We are seeking two new trustees to join our board. To compliment the skills of existing trustees, we are particularly seeking people who have a financial and/or legal background to join our committed and dedicated team. We are particularly keen to welcome board members that represent the community we serve including Disabled people and / or parents/carers supporting Learning Disabled people with complex support needs.

As a trustee, you will use your skills, experience and insight to ensure the charity is run in a way that is legal, responsible and effective. You will help ensure that we deliver on what we say we will do and use the money we raise as effectively as possible. You

will also work with our staff to set the future direction of the charity.

Equality, equity, diversity, and inclusion are at the heart of who we are and everything we do. Collectively, we take our responsibility to challenge and remove barriers within the sector and within Soundabout very seriously. We recognise that structural disadvantage and systems of privilege in our society create barriers to participation. A key part of challenging this is having a Board that reflects the diversity of the Soundabout community. We welcome applications from everyone and are particularly seeking applications from people from under-represented and structurally disadvantaged backgrounds and are committed to making adjustments that would support you in applying for or carrying out the role. We are currently under-represented by Disabled people, people from across the spectrum of neurodiversity, people from economically disadvantaged backgrounds, migrants, refugees, people from communities experiencing racial inequality, non-binary people, and/ or people who identify as LGBTQIA+.

If you need support to apply or would need support to fulfil the role of a trustee, please get in touch with our CEO Holly Radford-James (she/her) to discuss your requirements on [holly.radford-james@soundabout.org.uk](mailto:holly.radford-james@soundabout.org.uk) or 07930 593 550.

Find out about our current trustees here: <https://www.soundabout.org.uk/trustees/>





"They give me a better life, so I'm very grateful."

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make music change lives

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## About Soundabout

Soundabout is a small national charity. Our vision is a world where everyone can access and experience music. We use music, sound, and silence to create opportunities where Learning Disabled children and adults with complex support needs thrive.

Music is a universal language and a tool of expression for those who communicate using means other than words. We offer a wide range of music making and training opportunities, online and in-person around the country, that enhance wellbeing, communication, community, self-expression, and enjoyment.

Soundabout supports around 1,500 participants per year through opportunities that are accessible, inclusive, high quality, interactive, and person-centred, with training for families, carers, professionals, and partner organisations supporting them so they can continue to use these techniques.

We consulted with our community about terminology so now use 'Learning Disabled people with complex support needs' using the Social Model of Disability. Care and Education Sectors may use people with 'Profound and Multiple Learning Disabilities' (PMLD) and 'Severe Learning Disabilities' (SLD).

Our inclusive approach to facilitation uses sound and silence (our definition of music) in a simple way, focusing on what the person can do, not what they can't do. Our core principle is that all Disabled people have a right to experience the joy brought by interacting with music and be able to use music to help them communicate and connect with the world around them.

## Vision, Mission & Values

### Our Vision

A world where everyone can access and experience music.

### Our Mission

We use music, sound, and silence to create opportunities where Learning Disabled children and adults with complex support needs thrive.

### Our Values

**Kind:** We are kind, friendly, and supportive to everyone.

**Person-Centred:** We celebrate each person; creating sound and music together.

**Inclusive:** we work hard to create welcoming and accessible spaces.

**Aspirational:** We use our energy to learn and aim for the best for everyone, while being curious, fun, and creative.

# Our Programmes

## Music Making

**Soundabout Choirs** are a network of hybrid musical communities across the country welcoming Learning Disabled people of all ages/abilities and their local communities, encouraging them to share their voices in ways accessible to them.

**Sounds Virtual** a variety of regular interactive online music-making sessions which can be accessed live or on demand, wherever and whenever most suitable for families with Disabled children and young Disabled adults.

**Sounds Sensory** are events that transform community spaces into themed multi-sensory environments so Disabled children and adults can be fully immersed in a theme and use all their senses to engage and explore.

**Sounds Wild** events are innovative music-making sessions in inspiring outdoor spaces using a Forest School approach, supporting families and groups to access the health and wellbeing benefits of connecting with nature.

**Sounds Together** projects are face-to-face community music making sessions for small groups of Learning Disabled people, run by two specialist practitioners working as a team: one leading the music and one leading the interaction.

## Training and Resources

**Commissioned work** through partnerships with Music Education Hubs, Special Schools, and other organisations. This can include music-making sessions, training and development for teachers and support staff to build their skills, knowledge, and confidence to engage all Disabled pupils in music-making.

**Ready – To – Go Training Videos** are available in a library for those who wish to learn Soundabout techniques for interactive, inclusive music making.

**Little Soundabout and Soundabout Life** are a collection of free online musical resources for Learning Disabled children and young adults with complex support needs, their families, carers and those working with them.

**Training Membership** gives access to a Training Members' Area which has been created to share resources, training, and ideas with music practitioners, teachers and anyone supporting a Learning Disabled person with complex support needs.

**Conference Workshops** commissions provide Soundabout with the opportunity to share our approach with the wider sector.

**Emerging Leaders and Graduate Emerging Leaders** an accredited one-year course and follow on placement opportunities supporting Learning Disabled people to develop skills for careers in music / the arts.





# Being a Trustee

## What is a trustee?

A trustee is a volunteer who serves on the governing body of a charity called the 'Board'. Charity trustees are the people who share ultimate responsibility and accountability for governing a charity and directing how it is managed and run. Trustees have responsibility for overseeing the work of the charity, ensuring it is financially stable, well-run, compliant and fulfilling its charitable obligations. It is a rewarding role and a brilliant way to support an organisation or cause that you are passionate about!

Soundabout's Board of Trustees have a range of expertise, and they're all passionate about how music, sound, and silence can be used to support Learning Disabled people to thrive. Due to the structure of the charity, they are directors of the business and trustees of the charity, legally responsible for the running of Soundabout.

You do not need to have been a trustee before. Our Board is not exclusive. It is made up of a supportive group of people who bring a range of experience and valuable insight from a variety of backgrounds. We can provide you with access to lots of training and support.

## How long do you expect people to be a trustee?

The minimum term for a trustee is three years, with a maximum of three terms (nine years). If a trustee wants to continue after a three-year term, they must re-apply and the rest of the Board vote to decide if that is in the best interests of the charity.

## Is it a paid position?

The role is voluntary and therefore unpaid. We are happy to cover any reasonable expenses that you need to help support you in your role, with prior approval. If you have queries about this, please contact our CEO Holly on [holly.radford-james@soundabout.org.uk](mailto:holly.radford-james@soundabout.org.uk) or 07930 593 550.

## How much time will it take?

The Board currently meets four times per year for approximately two hours in the evening. These meetings tend to be held online using video calls although the board are keen to meet in-person at points over the year. Time is needed to read papers in advance of those meetings and for email correspondence in between meetings.

There is usually one 'Away Day' per year that brings together our Board and members of the staff team in person. Trustees may also meet ad-hoc depending on anything that might come up which requires discussion and/or sign off from all trustees.

We also encourage trustees to visit sessions, events and to participate in sub-committees and working groups. Though the time commitment varies across the year, trustees should be prepared to donate around 5 hours a month to the charity (this will be more for roles like Chair, Treasurer, Secretary).





## Person Specification

We know that skills and experience come from a range of different places, including people's personal, professional, and volunteering lives. We are particularly interested in hearing from people with the skills and experience in the areas listed below.

Please note that this is not an exhaustive list of what we need and / or what you might be able to offer Soundabout.

### **Trustee – Finance**

We are seeking a trustee with a financial background who will act as Vice Chair of the Finance Committee. The finance trustee will work closely with the Treasurer and the Finance Manager to ensure we meet our legal and regulatory compliance, and to ensure the good financial health of Soundabout.

### **Trustee – Legal / Compliance**

We are seeking a trustee with a legal background to join our board. The legal trustee will be an integral member of the board of trustees and we expect that the successful candidate will support a specific aspect of our work, such as safeguarding, recruitment or HR.

You do not necessarily need to have any previous experience of being a Trustee, however we're looking for people who are:

- Passionate about the work of Soundabout – helping to create musical communities without barriers, with a focus on ensuring that people with severe and profound learning disabilities have a voice
- Committed to Soundabout's vision, mission, and values
- Committed to, and willing to learn more about, Equality, Equity, Diversity, and Inclusion
- Comfortable speaking their mind and listening to others
- Willing to learn and speak about the issues facing people with severe and profound learning disabilities
- Strategic and critical thinkers who can make decisions based on information they are given
- Able to maintain confidentiality
- Willing to spend the time and effort needed to fulfil the role of a trustee
- Understand and accept the legal responsibilities of being a trustee.

## Trustee – Role Description

We want trustees to bring their own unique experiences and skills to Soundabout. As well as their unique contributions there are some things that all trustees need to do:

- Prepare for Board meetings by taking time to read documents in advance
- Play a proactive role in working groups and sub-committees
- Attend four board meetings and one away day each year plus project visits, events and other meetings as and when required.
- Make sure Soundabout has a clear plan to meet the goals set out in its governing document and works towards meeting those goals
- Contribute to strategic thinking and planning, particularly regarding future direction
- Make sure the charity follows all rules that say how it should be run, including charity law and best practice guidance
- Make sure Soundabout only uses its money and resources to meet its goals and not any other activities
- Look after the wellbeing of those who are linked with Soundabout
- Act as an ambassador for Soundabout
- Make sure the charity is well run, and has the right arrangements in place to show how it does this
- Self-motivated and organised
- (Governance experience welcomed but not essential)

If you would like to talk to a current trustee about the role, please contact Ben on [benwestonconway@soundabout.org.uk](mailto:benwestonconway@soundabout.org.uk)







## Current Trustees (alphabetical)

### **Jamie Baird**

After graduating from the Royal Welsh College of Music, Jamie spent several years teaching violin for Berkshire Music Trust and worked on partnership projects with Soundabout. Jamies now works in the Learning and Participation team at the Royal College of Music in London.

### **Helen Chandler**

After a long career as a professional orchestral flautist Helen enjoys working as a Music in Healthcare Practitioner alongside her position as Professor of Flute at the Royal Conservatoire of Scotland. Helen is a regular tutor for both the National Children's Orchestra of Great Britain and the National Youth Orchestra of Great Britain and has recently qualified as a Makaton Tutor.

### **Mike Hartley, Treasurer**

Mike is a Chartered Accountant who held senior finance positions in not for profit and private sector businesses. He has an MBA from Ashridge and has served as a Board member for a Further Education College.

### **Emily Nunns, Secretary**

Emily is a Disabled musician and is currently undertaking a Speech and Language Therapy Degree. Emily previously worked in development at Open Up Music and as a Teacher in SEN schools for a number of years.

### **Ceri Thomson, Safeguarding Trustee**

Ceri worked as a teacher for 25 years, holding roles of Head of Music, Director of Studies, Deputy Head, Head, and DSL while teaching pupils aged 3 -18 years old. Ceri now works as a freelance educational consultant and an inspector for AEGIS, the accredited body for guardianship companies in the UK.

### **Bradley Travis**

Bradley is the Head of Learning & Participation at English Touring Opera, leading and curating their work with and for communities around the country. Bradley is also an opera singer and director and has performed major roles for several UK companies.

### **Kathryn Ungerer**

Kathryn studied music at Cardiff University she went on to work in the music industry supporting professional musicians and conductors to perform around the world. Kathryn now works at the University of Oxford.

### **Ben Weston-Conway, Deputy Chair**

Ben is a chartered marketer. He is the founder of Influx, a marketing and communications advisory supporting the education sector, and is Head of Communications at Radley College in Oxford.

### **Cheuk Wa Yuen**

Wa has dedicated over 20 years to the performing arts through expertise in sound design and architectural acoustics. Before relocating to the UK, he was an Associate Dean at the Hong Kong Academy for Performing Arts.

## How to Apply

In the first instance please contact Ben Weston-Conway via [benwestonconway@soundabout.org.uk](mailto:benwestonconway@soundabout.org.uk) or (07568 304738) for an informal chat about the charity and the role.

If you wish to proceed, we will then arrange a conversation with the CEO and another trustee (likely the treasurer). We hope to appoint by the end of the calendar year in time for the next board meeting in January.

## FAQs

### **Will I need to do a DBS check?**

Yes, you will need an Enhanced DBS Check if you are offered the role, and we will help you with this. If there is anything relevant that might show in a DBS check, please notify us of this in advance.

### **Will I have to attend an interview in person?**

No, we will be holding interviews online using a video call service called Zoom. If you would prefer to meet in person, or to use a different video call service that may be more accessible or familiar to you please get in touch to discuss options.

### **What can you do to make the interview process accessible?**

We will do everything we can to support D/deaf, Disabled and neurodivergent people at interviews and in their roles. We will always make any reasonable adjustments we can and try to support you with any additional resources you might need.

If you are invited to interview, we will ask if you have any access requirements and will meet those as best as we can. We send out questions a few days before the interviews take place. This is to give you time to consider the questions, carry out any research and give us your best answer possible. We are very happy for you to bring notes or make notes during the interview.

Please contact us if you would like to suggest any other ways we can help you to give your best in the interview.

### **Are you a Disability Confident and Living Wage employer?**

Yes, Soundabout is an equal opportunities and Living Wage employer. Soundabout is a Disability Confident Employer.

### **Other questions...**

If you have any questions that are not covered here, please get in touch with our CEO Holly on [holly.radford-james@soundabout.org.uk](mailto:holly.radford-james@soundabout.org.uk) or 07930 593 550.

Thank you again for your interest in the role and Soundabout!



Soundabout,  
John Eccles House,  
Robert Robinson Avenue,  
Oxford Science Park,  
Oxford,  
OX4 4GP

Tel: 01235 797474  
Email: [info@soundabout.org.uk](mailto:info@soundabout.org.uk)  
Website: [www.soundabout.org.uk](http://www.soundabout.org.uk)

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