



**NATIONAL  
CHILDREN'S  
ORCHESTRAS**  
OF GREAT BRITAIN

## NCO Job Application Pack

### Governance and Compliance Lead and Executive Assistant to the Chief Executive

**“I’m sharing this tweet as a former member of @ncogb: they inspired me, they developed me, they**



**connected me with lifelong friends. I absolutely encourage all young people to apply and share this, it was a wonderful experience!”**

Josh Law, Viola Player, via Twitter

**“I wouldn’t be a musician if I hadn’t gone to @ncogb when I was younger!**

Jonathan Bloxham, Conductor, via Twitter

**“I want to be a musician 10 times more now. That’s the highest standard orchestra I’ve ever played in – I wish I could do it every day.”**

NCO National Member

**“NCO provided my child with the wonderful opportunity to play a challenging and varied repertoire; develop musical creativity, performance and wellbeing skills; and to make longstanding friendships with children with similar interests.”**

NCO Member Parent



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## **National Children's Orchestras of Great Britain**

We support children aged 8-14 to be **happy and healthy** through transformative orchestral experiences and performances of exceptional quality. We **inspire** them to be the best musician that they can be, unlock their **creative potential** and support their **wellbeing**. We give children the time and respect to develop their **voices** and we create a sense of **belonging** and **community**. We are a **fun, playful** and **joyous** place for children.

**Our vision is to be a place where children (and grown-ups) flourish through music.**

Music drives our vision and we place the happiness and health of children and our workforce at the centre of our organisation.

**Our mission** is to maintain the excellence of our programmes, to be a more inclusive organisation and to support creativity, child voice and wellbeing for young musicians across the UK. We want to discover - and to share far and wide - what a children's orchestra can do that no other orchestra can.

Our **values** are integral in everything we do:

*Ambition* – for children, our team, our organisation and our sector to realise our individual and collective potential.

*Happiness* – we want to make everyone's lives measurably happier and healthier because they are part of what we do and they feel that they belong.

*Creativity* – we believe that everyone is creative and we support ideas and experiences that develop creativity, a skill which is invaluable and hugely applicable in our day-to-day working and personal lives.

*Honesty* - we are true to ourselves and others and are rooted in evidence that tells us what we are doing well and what we can improve.

*Respect* – we actively listen to children, staff and partners and are constantly evolving what we do and how we do it. We respect each other whatever our views or backgrounds and we encourage self-respect.

Our **commitments** to our Administrative Staff team include:

- A professional development plan for each employee that includes training, support and mentoring and can lead to progression within the organisation
- Employee Health Plan
- Real Living Wage Employer
- Networking opportunities within Bristol and the music/wider arts sector
- Two team Away-days each year when no one does any work!
- A light, fully accessible and modern office in Bristol's creative quarter, Paintworks, managed by Ethical Property with friendly neighbours also working in charities and organisations that make life better

- Empathetic arrangements for hybrid working that enable staff to manage their work/life balance and provide parents/carers, or people with disabilities, with the flexibility they need
- 23 days' annual leave per year plus the working days between Christmas and New Year plus Public Holidays
- Pension Scheme
- A rota for car parking and secure bike storage on site

### **NCO's annual programme**

We currently have over 650 remarkable young musicians aged 8-14 in membership. They come together to form three National Symphony Orchestras for residential orchestral activity and in four regional Projects orchestras for non-residential orchestral weekends.

Our programme includes exceptional in-person orchestral coaching with incredible tutors, artists and conductors, as well as enriched musical learning through our established online programme. Young musicians develop their playing and musicality, discover their creativity, learn vital wellbeing skills, find their voices and celebrate the joy of making music with others.

To deliver all of our programmes we regularly work with more than 200 freelancers. Our tutors are some of the UK's finest instrumental teachers and professional orchestral musicians. We also work with the most forward thinking and renowned experts in creative practice and child wellbeing and we are committed to training and developing our Support Team who provide pastoral care and wellbeing support for children.

### **Job Description**

<b>Role</b>	Governance and Compliance Lead and Executive Assistant to the Chief Executive (member of SMT)
<b>Key relationships</b>	Chief Executive Trust Board Administration Team
<b>Responsible to</b>	Chief Executive (CE)
<b>Status</b>	Part Time (20 hours per week), permanent, with flexible working. Please note this role may require some flexibility from the postholder as to when hours are worked in order to attend key Board/committee meetings or Board Away Days.
<b>Location</b>	NCO is based at Streamline, Paintworks, Bristol BS4 3AS.



Board meetings may occasionally require travel to London.

Hybrid working is possible in this role.

### **Salary/Benefits**

£36,400 - £38,000 per annum, pro-rata, depending on experience.

Pension Scheme

23 Days' annual leave per annum (pro-rata) plus bank holidays and working days between Christmas and New Year.

### **Job Description**

#### **Key responsibilities**

- Be advisor to the Trust Board and the Chief Executive with regard to governance matters and legal and regulatory compliance arrangements.
- Lead on the development, implementation and monitoring of organisation-wide policies, systems and processes (including those related to HR).
- Support the Chief Executive with risk management policy and reporting.

#### **Main Responsibilities**

##### Governance/Compliance:

- Lead responsibility for all governance framework documents and processes including Trust Board work plans, terms of reference, conflict of interest and scheme of delegation documents, as well as Board training and any additional Board initiatives.
- Ensure the Board discharges its duties in accordance with the Articles of Association and other statutory requirements.
- Ensure the business of the Board is conducted effectively and efficiently.
- Ownership of NCO's policy register ensuring that all policies are relevant, up to date and reviewed in line with the register.
- Support/audit NCO's internal compliance with its policies and procedures.
- Support with charity compliance e.g. records on Companies House and Charity Commission website.
- Minute taking at trustee meetings.
- Circulating Board and Committee meeting papers.
- Arranging additional one-off board events (e.g. away days).
- Monitor and process DBS checks for trustees.
- Complete and monitor trustee data records on the CRM system.
- Support the Board with succession planning, recruitment and onboarding of new trustees.



- Provide the Board with appropriate governance related advice.

Executive Assistant:

- Scheduling meetings and managing the CE's diary.
- Booking meeting space, travel and accommodation for the CE.
- Work with CE on effective information flow between layers of governance.
- Support with the annual external audit and Trustees' Annual Report.
- Support the CE with various areas of organisational governance, such as risk management.

Office Management/IT:

- Organise (and assist colleagues day-to-day) in IT hardware and systems including Microsoft Sharepoint and Office (supported by external contractors).
- Manage phone system.
- Ensure effective and tidy use of the office space.
- Act as principle point of contact with the landlord (Ethical Property) and manage lease arrangements.
- Collect post, digitising and shredding paper documents.
- Manage car parking rota for staff at Paintworks.
- Arrange SMT and team meetings.
- Renew annual company insurance in discussion with the Chief Executive.
- Maintain and arrange for annual safety checking of office equipment.
- Maintain health and safety policies and risk assessments for office and staff.
- Implement and manage systems that support an ongoing blend of in person and working from home.
- Maintain the stationery cupboard, ordering supplies as required.
- Lead on record keeping to demonstrate compliance, e.g. PAT testing, confidential waste, annual DSE assessments, office risk assessment updates.
- Act as Fire Warden and First Aider (training provided).

HR Management:

- Lead on HR personnel files, ensuring they are complete and up to date.
- Compile and update policies and procedures for workplace handbook.
- Oversee employee office induction and lead on application, onboarding and induction processes for the office team.
- Ask staff to keep holiday, in office and TOIL calendars up to date.
- Manage employee appraisal calendar.
- Manage recruitment advertising budget.



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- Manage staff training budget and allocation and online learning resource contract.
- Manage contract with Medicash.
- Organise bi-annual team away days.
- Lead on training opportunities for the office team.
- Process staff and trustee expense claims.
- Monitor and process DBS checks for NCO office staff.
- Run staff wellbeing group.

Finance:

- Budget holder for administrative overheads including specific subscriptions as required (i.e. IT, printing, postage, stationery, subscriptions, repairs and maintenance and staff travel).
- Administer updated/new supplier forms.
- Maintain list of office equipment.
- Banking cheques occasionally.

Other:

- Additional administrative duties to support the Chief Executive and other NCO departments as required.

Key software:

- Beacon
- Sharepoint
- MS Office i.e. Outlook, Word, Excel
- Slack
- Zoom
- Xero (training to be provided)

**We are looking for someone with:**

- Excellent organisational skills and attention to detail.
- Excellent interpersonal skills and the ability to connect with a wide range of people.
- Confidence to advise at a senior level.
- Strong planning, analytical and evaluative skills.
- Ability to plan and manage own workload, in communication with the CE.
- A flexible, positive and solution-focussed attitude.
- Understanding of a range of areas of organisational governance.
- Understanding of trust boards/governing bodies and how they operate.



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- Confident and working knowledge of Microsoft 365 (Excel, Word, Outlook, SharePoint, etc.) and a willingness to learn other applications, databases, software programmes and equipment as required.
- Understanding of safeguarding concerns for organisations working with children and young people.
- All new staff are required to provide a DBS certificate (and be part of the update service) or undertake a DBS check on appointment to the role.

#### **Applicants may have:**

- Experience of working as a governance professional.
- Experience of working in HR.
- Experience of working with policies/in risk management.
- Experience as an Executive Assistant.
- A compliance background.
- Understanding of Charity Law.
- Understanding of Data Protection.
- Company Secretary Experience.
- First aid training.

#### **Safeguarding**

NCO is committed to safeguarding and protecting the children in our programme. We ensure that our organisation has a range of policies and procedures in place so that we can do everything possible to safeguard our members. Applicants should possess relevant DBS documentation or be willing to undergo a new check with NCO. You can read our Safeguarding Policy, [here](#).

#### **Equity, Inclusion and Diversity**

You can read [NCO's Equality Statement on our website](#). We are committed to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce. [Please fill in the anonymous equal opportunities form below before completing your application](#).

#### **Application process**

**All applications for this role must be submitted using this application form.** You can find the application questions listed below to allow you to prepare them in advance, but you do need to complete the form in order to apply for the role. You will also need to supply the names and contact details for two references.

1. *In place of a cover letter, please use this space to tell us a bit more about why you want to work for NCO and what attracts you to this role (500 words max.)*



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2. *Please refer to the job description and give evidence of how your skills and experience meet the responsibilities and tasks outlined in the job description (500 words max.)*
3. *Please refer to the job description and give evidence of how your personal attributes, skills and experiences meet the criteria outline in the 'We are looking for' section? (500 words max.)*
4. *Please use this space to succinctly list your work experience and education history in chronological order.*
5. *Please detail your relevant qualifications and any other training you have undertaken.*
6. *If you have any gaps in your work experience or education and would like to let us know, you can tell us about them here or at interview. (optional)*

If you would like to talk to us about this role before you apply, you can contact Lynette Wilson at: [l.wilson@nco.org.uk](mailto:l.wilson@nco.org.uk)

**Deadline** Tuesday 28 May 2024 at 9am. Applications received after that time cannot be considered.

**Interviews** will take place at the NCO office in Bristol on w.c. 3 June 2024.

