



We are recruiting new Trustees!

Who are we?

Music Therapy Works (MTW) is an independent charity based in the West Midlands. Our mission is to deliver comprehensive music therapy services for individuals, groups and communities in a wide range of circumstances.

What is music therapy?

Music Therapy is an evidence-based psychological clinical intervention, delivered by therapists who are trained to Masters level and registered with the Health and Care Professions Council (HCPC).

What do we do?

MTW provides music therapy to support and enhance communication, self-expression, and wellbeing. We work in a variety of settings including schools, hospitals, care homes and hospices to help people whose lives have been affected by injury, illness or disability through supporting their psychological, emotional, cognitive, physical, communicative and social needs.

Our team of music therapists work with people of all ages. We provide music therapy to infants in palliative settings and to children with autism, special educational needs, learning disabilities, emotional, behavioural and communication needs. We also support adults experiencing mental health problems, dementia, bereavement, addiction, eating disorders, anger management issues and stress.

“Music provides us with such a unique tool for supporting our clients to express how they feel. And this capacity to feel emotionally connected to the music being made is something everybody always has, whether they have learning difficulties, are mental health service users, have a brain injury, or have experienced something in their life they need to come to terms with.”

Dan Bramhall, MTW Music Therapist



How can new Trustees help Music Therapy Works to further our mission?

We have recently appointed a new Chief Executive, Doug Bott, to develop a new strategic plan that will expand our provision of music therapy throughout the Heart of England region.

As a Trustee you could provide advice and support to the Chief Executive in developing and delivering this new strategy, with the potential to benefit the lives of thousands of people through music therapy.

What is a Trustee?

- Being a Trustee means making decisions that will impact people's lives and make a real difference to our community.
- Trustees are the people who lead the charity and decide how it is run. They play a vital role in helping to define and develop the work of the charity.
- Trustees work alongside the management team, using their skills and experience to help the charity to define and achieve its strategic aims. But they do not undertake the day-to-day work of running the organisation.
- Trustees are also Directors of MTW as it is both a registered charity and a company limited by guarantee.
- Trustees give their time on a voluntary basis. They are not paid fees, but they can claim reasonable expenses.

Could you be a Trustee?

Are you based in the West or East Midlands and looking for an opportunity to create positive social change, meet new people and learn new things? MTW is looking for three to four committed, motivated people to join the Board as Trustees, enabling even more people to benefit from music therapy.

Each Trustee must:

- Be able to make careful, strategic decisions based on the information they are given
- Have a willingness to speak their mind and provide constructive challenge when needed
- Work well in a varied team of people



- Be willing to spend the time and effort needed to fulfil the role of Trustee (details below)
- Understand and accept the legal responsibilities of being a Trustee (more information can be found here.)

We are looking, in particular, for one or more of the following skills / experience to complement our existing Trustees:

- Fundraising
- Marketing and communications
- Digital
- ICT strategy management skills
- Safeguarding
- Project or operational management
- Performance management
- Strategic planning

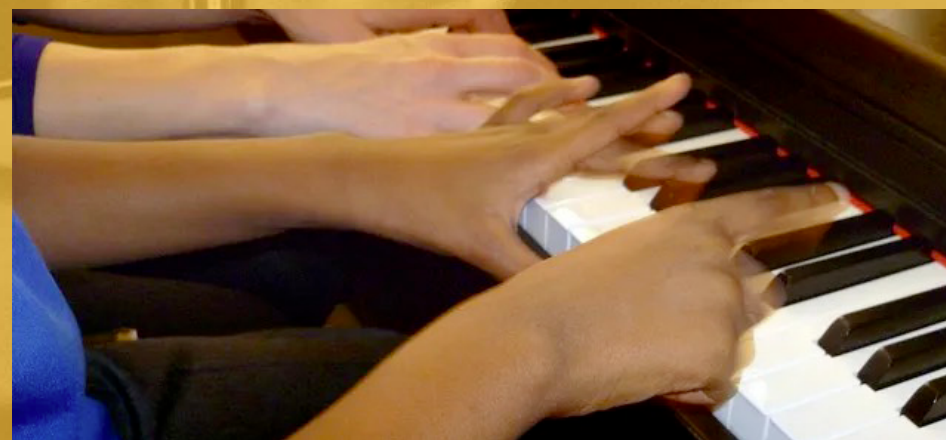
We also want our Board to reflect the diverse community that MTW supports. We would particularly like to hear from you if you:

- have a background in social care and/or safeguarding
- have a background in music therapy or a related field
- reflect MTW's beneficiaries. For example: are you a disabled person? Do you have mental health needs? Are you a parent or teacher of a young disabled person, or a young person with mental health needs? Are you part of an adoptive family or do you work with children in care? Are you a carer for a person with dementia?

Whether you're an experienced Trustee or wanting to take up your first position at board level, we really want to hear from you! It is not necessary for you to have previous experience as a Trustee - training will be provided. We welcome applications from all backgrounds, but you must be over 18 years old.

What is the time commitment?

- There are four Board meetings a year for two hours each, which all Trustees are expected to attend, having read all papers in advance. Board meetings are generally held on Monday evenings. Most meetings take place online,



though we aim to meet in person at least once a year.

- We aim to hold an away-day with the whole MTW team once a year.
- Our Trustees are all part of a mentoring/buddying scheme with the MTW team, providing an opportunity to connect with the MTW workforce.
- We ask for your willingness to liaise with the management team if your particular advice or expertise is required for a specific task and also to undertake ad hoc sub-committee work, advising on particular issues.
- Each Trustee has the opportunity for one reflection and feedback session annually.
- The total time spent is equivalent to around 30 hours per year.
- Trustees are asked to serve for a minimum of three years, with a maximum term of nine years.
- Board meetings for the remainder of 2024 are: 1) September 30th, 7:00 - 9:00, online; 2) December 2nd, exact time & location TBC.

What do you get out of being an MTW Trustee?

We recognise that volunteering with us is a two-way process and are keen to ensure you get the most out of your time with us:

- Being a Trustee is a great way to 'give something back' while developing your skills in leadership, influencing, debating, negotiating, strategic and organisational planning. You will have the opportunity to meet, network and learn from people who may have very different professional backgrounds and life experiences to your own.
- We provide an induction pack for new Trustees to help you quickly feel settled in
- We provide opportunities for training and development
- Every new trustee is assigned a Board buddy to help them to feel part of the team
- We offer reasonable expenses

Accessibility

We're always open to new ideas and ways to make our Board as accessible as possible. Please let us know how we can best meet your access requirements.



Interested? What to do next

1. For further details about being an MTW trustee, please read the role description below.
2. For further details about MTW's work, please see our website: www.musictherapyworks.co.uk
3. If you would like to request a conversation to find out more, please email: trustees@musictherapyworks.co.uk. We will be happy to discuss any queries you may have about the role or the recruitment process generally.
4. If you want to apply, please complete the application form on our website at <https://www.musictherapyworks.co.uk/jobs> and attach a copy of your CV. Alternatively, you can download a copy of the application form as a Microsoft Word document from <https://www.musictherapyworks.co.uk/jobs> and send it with a copy of your CV to trustees@musictherapyworks.co.uk
5. If you require any materials in an alternative format, please do not hesitate to ask.
6. The closing date for applications is Sunday 11th August
7. Interviews will be held in person in Worcester on 5th & 6th September with an online option if absolutely necessary.
8. Successful applicants will be asked for details of two referees and required to complete a declaration that they are not disqualified from acting as trustees.

We really look forward to hearing from you!



Music Therapy Works

Company limited by guarantee. Registered in England no. 6663759

Registered Charity No. 1126584.

5 Deansway, Worcester, WR1 2JG.

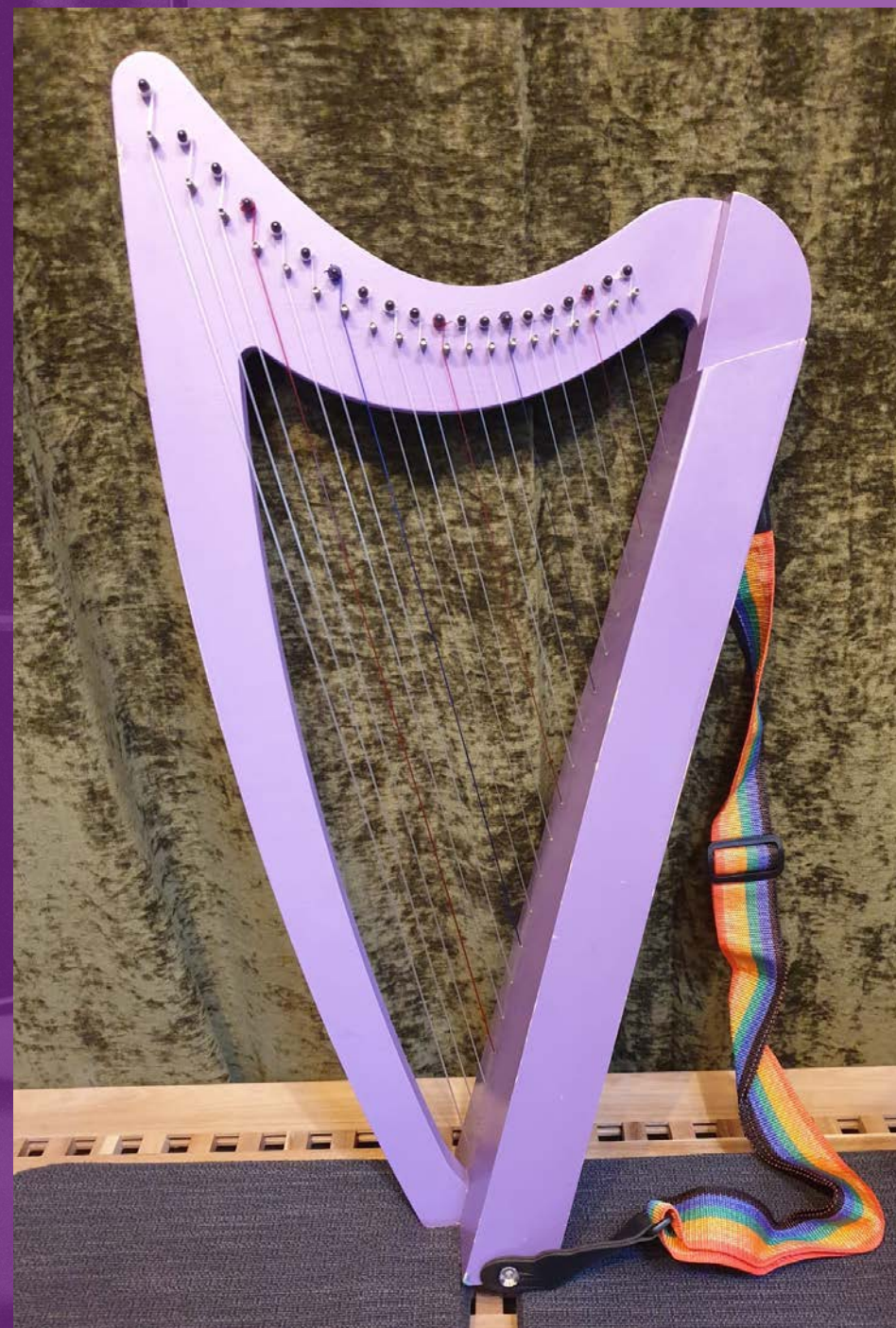


Role description

The Board of Trustees are collectively responsible for the overall governance and strategic direction of Music Therapy Works (“MTW”), the financial probity of its activities, and ensuring conformity with all legal and regulatory guidelines. As the Board are responsible for the governance and functioning of MTW, they are accountable to a variety of external stakeholders including most notably Beneficiaries, Funders, and the Charity Commission.

Key responsibilities

- 1 Ensure that MTW has a clear vision, mission and strategic direction and is focused on achieving these by:**
 - 1.1 Working with the Chief Executive Officer (CEO) and staff team to determine a clear vision, mission and strategic plan
 - 1.2 Ensuring all detailed plans support the strategic priorities
 - 1.3 Ensuring there are effective mechanisms to regularly review the strategic plans and priorities.
 - 1.4 Engaging in active and constructive challenge of the staff team
- 2 Be responsible for the performance of MTW and for its ‘corporate’ behaviour**
 - 2.1 To agree the method for measuring objectively the progress of the charity and to receive and review regular reports on the performance of the charity
 - 2.2 To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity
 - 2.3 To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board
 - 2.4 To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity
 - 2.5 To appoint the CEO, and to set their terms and conditions
 - 2.6 To receive regular reports from the CEO on progress towards MTW’s agreed priorities
 - 2.7 To hold the MTW to account for the management and administration of the charity
 - 2.8 To agree Board policies
- 3 Ensuring that MTW complies with all legal and regulatory requirements;**
 - 3.1 To be aware of, and to ensure the charity complies with, all legal, regulatory and statutory requirements



3.2 To be familiar with the rules and constitution that govern the charity, to ensure that the charity complies with its governing documents and to review the governing documents regularly

3.3 To agree the levels of delegated authority to the CEO, to ensure that these are clearly expressed, understood and recorded in writing by means of minutes

4 To safeguard MTW's assets taking all due care over their security, deployment and proper application.

4.1 To ensure that any monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the Board. At all times, ensure that MTW is not open to abuse by potential unscrupulous suppliers or employees

4.2 To ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks where possible

4.3 To ensure that the income and property of the charity is applied for the purposes set out in MTW's governing document and for no other purpose

4.4 To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity

4.5 To be accountable for the solvency and going concern of the charity

4.6 To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, including the charity's good name and reputation are properly valued, utilised and safeguarded

5 Ensuring that MTW's governance is of the highest possible standard.

5.1 To ensure that the charity has a governance structure that is appropriate to its size and its charitable objects

5.2 To reflect annually on the Board's performance and the performance of Trustees individually

5.3 To ensure that the Trustee Board has the skills required to govern the charity well, and has access to relevant external professional advice and expertise

5.4 To ensure there is a systematic, open and fair procedure for the recruitment of Trustees

5.5 To ensure that major decisions and Board policies are made by the Trustees acting collectively and for which they take collective ownership

