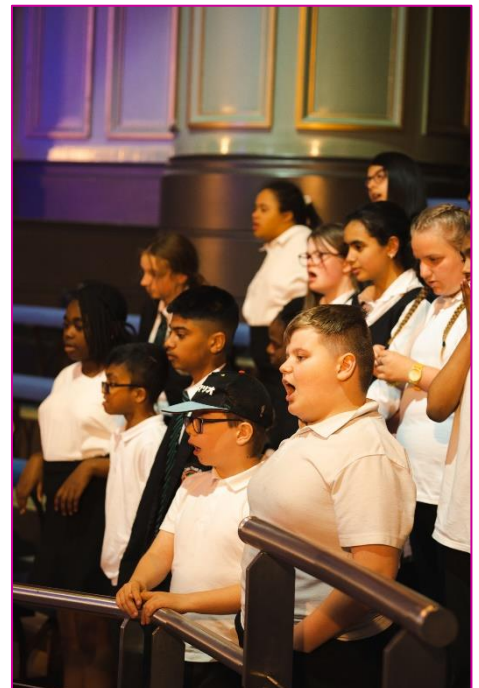




*music makes  
me happy*

# Treasurer Application Information





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## Welcome from the Chair of Trustees

Thank you very much for your interest in becoming Treasurer and a Trustee of Music of Life! This could be your opportunity to contribute to improving the life skills of children and young people with disabilities.



Our charity reaches the parts of the education system that are so often left out, but where music-making is vital to the lives of the children and young people we work with.

Through our team of dedicated professional musicians, we have enabled over 5,000 children and young people to engage with the world of music over a long period of time, providing them with the inherent joy of music-making as well as helping to improve their well-being, academic progress and social skills. Our work also helps challenge negative societal perceptions about disability. The talent and joyful energy that our students and young people bring to their performances creates incredibly rich and rewarding experiences for everyone involved in our projects - from professional musicians to mainstream schools and audiences.

We are now seeking a replacement for our Treasurer who recently stepped down after 5 years in the role, following a family relocation. The Treasurer's role is pivotal, working closely with the Chair and Vice Chair, the CEO and other trustees, as well as our volunteer administrator, bookkeeper and independent examiner.

Please read on and, if you feel you could contribute to the work that Music of Life does, we'd love to hear from you.

Ray Longbottom  
Chair, Music of Life Board of Trustees

## Welcome from the Founder/CEO

I am delighted to invite you to explore Music of Life. I started the charity 20 years ago shortly after I completed my studies as a pianist and music teacher at the Moscow Conservatoire and Royal Academy of Music and moved permanently to the UK. My passion for making music accessible for children with special needs is rooted in my childhood and years of collaborative work with young musicians with disabilities. I have been incredibly lucky to come across some amazing musicians and supporters during the formative years of the charity and I have always been immensely grateful to the charity's trustees for their invaluable support, guidance and loyalty. I always look forward to the excitement of finding the suitable new members to join our vibrant Board that help make truly special things happen.



Maria Teterina  
CEO, Music of Life



## About Music of Life

Music of Life exists to build and strengthen the skills, well-being and confidence of children and young people with disabilities through music-making. Our vision is of a world where these children and young people have the same access to music-making as any other child.

Music of Life was set up in 2003 by our Chief Executive, Maria Teterina, and since then has supported over 5,000 children nationally. We provide high-quality musical education and performance opportunities to our children and address a real lack of opportunity for them to experience the benefits of music education.

The new National Plan for Music Education emphasises the importance for children with disabilities and special educational needs to access music education on the same basis as all other children. Unfortunately, there is often little or no funding for music-making and a lack of music teaching expertise in specialist schools.



You can read more about Music of Life in our most recent [Annual Report](#) and [Impact Report](#), packed with case studies, quotes and impact charts, including links to some great performance videos! Or see the next page for the outline of our activities in brief.



## What We Do

We support children and young people aged 5 to 25, both individually and in group workshops in SEND schools. When they are ready, we help them to integrate into community-based activities such as joining a youth choir or playing in a band, which helps to widen their social life and gain acceptance from their non-disabled peers. It also helps society in general learn how to accommodate the needs of our students and to value their contribution.

We are currently working in 15 special schools in London, the Midlands and East Anglia. And we also work with students on a one-to-one basis, in another 18 schools, providing them with individual lessons.

The key feature of our work is continuity. We work with each of our students on a weekly basis, either through 1:1 lessons or in a group setting so they benefit over a long period of time, typically 3-5 years, sometimes longer. About 20% of the students are new each year.

## Our Programmes

### Choirs in Special Schools

Music of Life has been working with state SEND schools since 2012, forming choirs and inspiring communities. Our approach is to run weekly singing sessions led by highly experienced professional musicians delivering steady long term musical progress and other measurable benefits, from improved communication skills in individuals to positive changes in the overall school community environment. Participating schools report significant and sustained improvements in student behaviour. You can watch a short film about our choirs here <https://youtu.be/G0ixBFKWamc>

### Music for Deaf Children

This programme is uniquely designed and run by professional Deaf musicians. It includes:

- Classroom music provision - working in small groups with activities tailored very specifically for the needs of each age group
- 1:1 instrument tuition for KS2 students – currently on piano, woodwind, percussion and string instruments
- Support for schools to enable Deaf students' participation in major music partnership projects

### Individual Lessons

We provide over 2800 individual music lessons a year for children and young people aged 7-25 with a wide range of disabilities. We carefully match our students with highly qualified teachers and monitor their progress closely through our evaluation programme. Much of this work is delivered through our partnership with special schools where we run our general music programmes and local music services.

### Community Integration

We provide opportunities to enable disabled and non-disabled participants to work together in music-making activities - for example, supporting our students in joining the local choirs, bands and ensembles, participating in festivals and taking part in joint performances.





## Teacher Training

Since 2020 we have developed and implemented a teacher training programme, giving opportunities for young disabled and non-disabled music leaders to get hands-on experience through direct involvement in our school sessions, making new pathways for the specialist music teachers and role models for our beneficiaries.

We also run a programme for trained music teachers wishing to develop expertise and widen their professional learning so that they have the skills to be Music of Life teachers of the future.

We are firmly committed to bringing in new musicians to become the specialist teachers of the future. In 2023, we launched a partnership with the Royal College of Music to progress our teacher training programme which aims to not only increase our own capacity to deliver our programmes, but to share the specialist techniques we have developed over many years with new audiences and people that may not have considered a career within specialist music teaching.

## The Role of Trustees in general

Charity trustees hold the charity 'in trust' for current and future beneficiaries. They have several general legal duties:

- ensuring the charity is carrying out its purposes for the public benefit
- ensuring the charity complies with its governing document and the law
- acting in the charity's best interests
- acting with reasonable care and skill and
- ensuring the charity is accountable.

In practice this means:

- Ensuring that the charity has a clear vision, mission and strategic direction and that its work is focused on achieving these.
- Being responsible for the performance of the charity and for its 'corporate' behaviour.
- Taking responsible and informed decisions.
- Making time to read papers for meetings and prepare effectively.
- Being available to staff for advice and enquiries on an ad hoc basis.

All of this is done collectively as part of a team. Each individual member of the Board brings different skills and life experiences, and we all benefit from each other's contribution.



## The Treasurer's Role

### Qualifications and Skills

We are looking for a qualified accountant with management and financial accounts experience – ideally in a small or medium sized organisation. Knowledge of charity SORP (Statement of Recommended Practice), restricted and unrestricted funds would be an advantage but is not essential. They will also have the ability to communicate financial matters to the Board and CEO.

### Availability, workload and tasks

The workload varies from month to month with most input being required in January-February preparing the year end accounts, liaising with the Examiner and setting up templates for the coming year. Preparation of year end estimates and the budget for the coming year is done in August/September and finalised in December.

### Routinely, we rely on our Treasurer for:

Approval of online payments

Assisting with coding of invoices

Responding promptly to requests from our CEO and Fundraiser for financial input to funding applications

Review of monthly management accounts and reserves, monitoring cash flow

Preparation of bi-monthly Board reports, review of reserves, preparation of latest estimate

Preparation of annual budget and draft accounts for independent review.

Our financial year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

### General

The role is voluntary, being a trustee is not a paid position. However, we are happy to cover any reasonable expenses you incur in fulfilling your trustee role, including travel and childcare.

We strongly believe in having a diverse team and know that skills and experience can be acquired in many ways through people's personal, volunteering and working lives.



## 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 share ultimate responsibility and accountability for running a charity. It is an incredibly rewarding role and a wonderful way to support an organisation that is trying to change the world one step at a time!

This is a great opportunity for you to use your skills, experience and knowledge to help Music of Life transform the lives of young people with disabilities who want to make music. Together with the rest of the Board, you will provide the oversight we need to ensure the charity uses the money we raise in the best possible way to bring music to the lives of the children we work with.

### What does the role involve?

The role involves attending Board meetings and reading the papers beforehand, to help provide assurance that the charity is being properly run, in line with what we were set up to do. All trustees play a part in this. Some of us also bring specialist expertise - for example in relation to fundraising, strategic planning, marketing and communications, safeguarding or administrative skills.

You may find it helpful to read the Charity Commission's guidance document [The Essential Trustee](#) to learn more about being a charity trustee.

### What experience do I need?

You do not need to have been a trustee before. Our Board is made up of supportive people who will be happy to help you settle into your new role. You will receive a proper induction and the help of a current Board member as a mentor initially.

### How accessible is it?

We use accessible locations for our in-person meetings and are happy to make whatever reasonable adjustments we can to make it possible for you to play a full role on the Board.

### How much time will it take?

The Board meets six times a year - three meetings in central London and three meetings online. The meetings are usually on weekday mornings, and last around two hours. Some time is needed to read papers in advance of those meetings. From time to time, trustees may be asked to join a sub-committee.

Trustees serve a 3-year term and are eligible for re-appointment for two additional terms by mutual agreement.





## How to apply

Please send us the following information:

- A short note explaining your suitability for the Treasurer's role.
- Your name, contact details and your employment and any volunteering history.
- The names and contact details of two people who will be able to provide a reference for you. We will not contact these people without your prior knowledge and consent.

Applications should be sent to: Ray Longbottom at [ray@whiterosetw.com](mailto:ray@whiterosetw.com)

**Interviews will be held in July 2024 with a final closing date for applications of July 12, 2024**

If you have any questions that are not covered in our FAQs, please have a look at our website ([www.musicoflife.org.uk](http://www.musicoflife.org.uk)) or get in touch with Ray Longbottom, Chair of Trustees at [ray@whiterosetw.com](mailto:ray@whiterosetw.com) or on 07771 835922, who will be able to help.

Thank you again for your interest in the role and in Music of Life!





## FAQs

**There are gaps in my employment history due to childcare, ill-health or other reasons. Will this count against me?**

No. We recognise that some people have gaps in their employment histories for reasons that have no bearing at all on their ability to perform the role. We are interested in what you can bring to the Board, not in how you have filled every minute of your life.

**I have experienced discrimination when applying for jobs in other organisations. Is it worth my time applying?**

Yes. We welcome applications from everyone and will do all that we can to support you and meet any individual requirements.

**Will I have to attend the interview in person?**

Depending on your location we may hold initial interviews in person or online. Before final appointment however we think it is important for you and for us to meet face-to-face.

**I am a D/deaf and or disabled and/or neurodivergent person, will you meet my access requirements?**

We are a charity committed to inclusion. 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. Please get in touch to let us know what would be helpful.