

Being a Trustee

Letter from the Director of Music

July 2019

Dear friend,

Thank you for showing an interest in the role of Trustee for St. Edmund's Choir – more than just a church choir, based in Waterloo, Liverpool.

For some time now, myself and the Choir Support Team have been looking at how best to support our action plan, considering the challenges that face us as a community group, the challenges that face the Arts and what we need in terms of capability and capacity to continue our success.

We decided the best way forward for us is to become a charity.

The Trustees for St. Edmund's Choir will be key to ensuring the continued growth of the group and having the right people to support us on this journey is pivotal. With this in view we are recruiting new Trustees to join our Board.

St. Edmund's Choir is committed to building on our existing excellent work, be more ambitious and continue to push the boundaries and developing the needs and expectations of our members, audience and community.

Trustees will support us in delivering a business model that enables us to thrive and makes best use of our members, musicians, Choir Support Team and assets to develop and deliver exciting opportunities that engage a growing and more diverse group of people. We need to connect and work with our stakeholders, develop further relationships with businesses and grow our reputation locally and regionally.

We are looking for Trustees who will make us think about what we do in a fresh and different light and who will support and work alongside our brilliant Choir Support Team. This is a hugely exciting time for our Choir, a time when Arts funding is low and we continue to strive as a growing community group.

There is a lot more about St. Edmund's Choir I could share, but I hope that I have captured the exciting prospect for Trustees to join our organisation at a time of success and growth, looking to an even bigger and better future.

We are looking for individuals who share our ambition and have the skill set and experience to deliver. Whoever we appoint can expect the fullest support from a group of highly talented people, who are all committed to our ambition for St. Edmund's Choir over the coming years.

Yours sincerely,

Charlie Corkin
Director of Music

Introduction

St. Edmund's Choir is a free, inclusive community Choir with a songbook that includes everything from Abba to Zadok the Priest. We provide opportunities for people of all ages and backgrounds to develop music skills, get involved in a programme of events and continue to prove we are more than just a church choir.

The Choir currently welcomes almost 70 local people as singers and yearly audiences of almost 10,000 local people, as well as reaching more than 100,000 people online. We are keen to involve our audiences and communities in all aspects of what we do and continue to use feedback and evaluations to shape our events and concerts.

In 2019, we believe that now is a time for stepping up and promoting singing, the Arts and community engagements – becoming the go-to Choir for Waterloo, Crosby, Sefton and the wider Merseyside region.

We have big ambitions for the coming years and beyond to scale-up our work, reach larger audiences and push ourselves to achieve an even bigger impact for our members, audience and communities.

Over the coming years, we will continue to develop on our current offer by implementing:

- **Vocal technique tuition for all singers** in 2019
Ensuring that we provide enough skill-based tuition to refine technique for people who have never had the opportunity to learn, those who need refreshing and allowing those with skills to share with their peers.
- **#LoveToSing Choir** in 2019
Future-proofing our main Choir and engaging with young people by implementing a new, inclusive children's singing group, led by our Assistant Director of Music

St. Edmund's Choir has an annual turnover of c£15,000. St. Edmund's Choir is run by volunteers and funded through sponsorship and ticket sales.

The role

Chiefly, the role of Trustees is to meet the Board's overall responsibilities in accordance with Charity Commission and Companies House guidance.

Trustees offer guidance and expertise on St. Edmund's Choir's strategic plan and its practical and pragmatic implementation.

Time commitment

All new trustees will receive an induction and the opportunity to meet with the Choir Support Team and the members. The exact role of a trustee will be explained, in addition to any specific briefing regarding specialist roles.

In addition to attending four Board meetings per year (held during the evening), there will some strands of work that Trustees may need to support in order to help achieve the Business plan.

Criteria

We are looking to recruit a number of new members to our Board across a broad spectrum of skills and experience, and, as such, are looking for both General Trustees alongside other trustees with specific skills, where we are able to match experience and skills to a desirable role.

Applications are welcome from everyone who matches the core requirements and feel St. Edmund's Choir would benefit from their input and enthusiasm, and/or if you have the relevant skills sought for specific roles described below.

Number of Trustees required

We are looking for two to four Trustees to join the Board.

We welcome all applicants who but we are particularly seeking Trustees with the following skills and experience:

- Arts, creativity and innovation experience
- Fundraising and sponsorship experience
- Marketing, Media and PR experience

Person specification

For all Trustee positions, we are looking for candidates who are able to demonstrate the following essential requirements;

- a passion for music and singing and/or a passion for the community of Waterloo, Sefton and Merseyside and a desire to support and develop a growing inclusive community group
- an understanding of operating at board level, working constructively with fellow board members and wider stakeholders

In addition, we welcome applications that can demonstrate skills and experience in the following areas:

- **Arts, creativity and innovation** – for this role we are looking for an innovative thinker who will challenge our thinking and bring fresh and new ways of working to St. Edmund's Choir
- **Fundraising and sponsorship** - for this role we are looking for someone with successful experience of working with local businesses and developing partnerships. Expertise in grant applications would be an advantage.
- **Marketing, Media and PR** – for this role we are looking for someone with experience of strategic marketing, including advocacy, PR and excellent media contacts and networks.

Terms of appointment

Terms of appointment are based on three year terms up to a maximum of three terms (9 years in total).

Start date

Autumn/Winter 2019 – to be agreed with the appointed candidates.

Location of meetings

Meetings will usually be held within the Waterloo or Liverpool areas.

Rewards

As well as knowing that you have contributed to the running of an engaging choir, and played a crucial role in the cultural life of a vibrant community, we ensure that Trustees receive a number of free tickets to our events, including concerts and dinners.

There is no remuneration for these roles but reasonable expenses will be reimbursed.

Appointment process and how to apply

To apply, please send:

- a CV;
- a supporting statement setting out how you meet the person specification for the role you are interested in; and

Completed applications should be emailed to charlie@stedmundschoir.com, stating which trustee role/s you are applying for; General, if applying against the core requirements, or, Arts, creative and innovation, Fundraising and sponsorship or Marketing/Media/PR if you feel you have some of the desirable attributes we've listed.

If you are unable to email your application please post a hard copy, to:

Charlie Corkin
St. Edmund's Choir
St. Edmund of Canterbury Church
62 Oxford Road
Waterloo
Liverpool
L22 8QF

The closing date for applications is Friday 30 August 2019.

Each application will be assessed against the criteria for the roles, as published in this document.

If you have any questions regarding your application please contact Charlie Corkin at charlie@stedmundschoir.com or 07730 413 024.