



## **Bristol Beacon & West of England Music and Arts**

Chair of the West of England Music Hub

December 2024



**Job Advert: Chair of the West of England Music Hub**

**Location:** West of England (Bristol, South Gloucestershire, Bath & Northeast Somerset, and North Somerset)

**Role Type:** Voluntary (Part-time, Quarterly Meetings)

**Application Deadline:** Monday 27<sup>th</sup> January 2025, 9am

## Introduction:

The West of England Music Hub is seeking to appoint an **Independent Chair** for its newly established West of England Music Hub Committee. This voluntary role presents a unique opportunity to make a meaningful contribution to the strategic development of music education for children and young people across the region. Working with key organisations including [Bristol Beacon](#) and [West of England Music and Arts](#), the Chair will play a pivotal role in shaping the future of music education in the area.

We welcome applications from a diverse range of individuals who are passionate about music education and have relevant experience.

## Context:

Since 2012, Music Education Hubs have been at the forefront of delivering a broad range of musical activities to young people in their local regions, funded by the Department for Education and managed by Arts Council England. Following the recent National Plan for Music Education, the number of hubs has been reduced, and from 1st September 2024, the West of England Music Hub now oversees music education in the region.

Bristol Beacon is the Hub Lead Organisation for the West of England and is working in close partnership and collaboration with West of England Music and Arts to deliver the National Plan for Music Education.

## Role Overview:

The Independent Chair will lead the West of England Music Hub Committee, providing impartial oversight. The Committee operates independently of the Hub's lead organisation and is focused on transparent, evidence-based decision-making to ensure the Hub's resources are allocated effectively and equitably.

As Chair, you will facilitate collaboration between various stakeholders, ensuring the Hub's activities meet the needs of the community, and promote a thriving musical landscape for children and young people across the West of England.

The West of England Music Hub Committee will make recommendations and report to the Bristol Beacon (Bristol Music Trust) Board of Trustees.



### **Key Responsibilities of the Chair:**

- Chair quarterly meetings of the West of England Music Hub Committee.
- Provide leadership, challenge, and oversight to the Hub's strategic direction and decision-making processes.
- Ensure the Committee operates within its agreed Terms of Reference and that decisions align with the Hub's Local Plan for Music Education (LPME).
- Foster an inclusive culture of debate and collaboration, encouraging diverse contributions from group members.
- Act as an advocate for the Hub at local and national events, including representing the Hub in meetings with Arts Council England.
- Support the development of the Hub's vision for music education, ensuring a focus on accessibility, equity, and excellence.

### **Key responsibilities of the West of England Music Hub Committee:**

- Ensure the Hub is delivering according to the terms and conditions of the DfE/ACE Grant
- Review and recommend the annual Local Plan for Music Education.
- Monitor and evaluate progress against the Local Plan for Music Education.
- Review and recommend the annual Needs Analysis.
- Monitor and Review the Music Hub grant expenditure.
- Oversee and recommend major commissioning arrangements.
- Provide expertise and advice on key issues affecting the Music Hub's programmes of work.
- Assist in identifying and mitigating risks relating to the Music Hub.

- Review feedback from Arts Council England that relates to the Music Hub Grant.
- Review and recommend the SMART targets and associated documentation.
- Ensuring effective governance on behalf of the Bristol Music Trustees (as Hub Lead Organisation) and West of England Music and Arts' Trustees (Strategic Delivery Partner).



### Person Specification:

- **Essential:**
  - Demonstrated impartiality in decision-making.
  - Experience in chairing meetings and fostering collaborative discussion.
  - A deep commitment to equity, diversity, and inclusion within education and the arts.
  - Passion for music education and its transformative impact on young people.
  - Strong strategic and creative thinking skills.
  - Proven ability to build and maintain effective relationships with a wide range of stakeholders.
  - Knowledge of the educational, cultural, and community landscape.

- **Desirable:**
  - Previous experience in board or committee roles.
  - Understanding of budgets and management accounts.
  - Experience working within the music, arts, or education sectors.
  - An ability to attend meetings in person in the West of England.

### **Next Steps:**

We are keen to hear from a diverse range of candidates; if you need to receive this recruitment pack in a different format, please contact our People Coordinator on 0117 440 7663 or email [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

We're committed to being more representative, to making space for a wider range of voices and lived experience within our leadership and workforce, and to working collaboratively as we seek to make our organisation more inclusive.

Ensuring that our leadership reflects the diversity of the communities within which we operate is a key part of this, and so we're particularly keen to hear from people from a culturally and ethnically diverse background, from d/Deaf and Disabled people and from all of those who are under-represented in the cultural sector.

Reasonable adjustments will be made for applicants if required, please let us know if you have any access needs.

If you would like an informal conversation about this opportunity, we would warmly encourage you to get in touch with Adam Kent, Director of Creative Learning: [adam.kent@bristolbeacon.org](mailto:adam.kent@bristolbeacon.org)

### **How to Apply:**

When you are ready to make your application, please send us:

- a statement, telling us why you want to be the Chair of the West of England Music Hub Committee, outlining the skills and experiences you would bring to the role, and how these meet the person specification.
- your CV (maximum 2 pages) with the names and contact details of two referees.

OR

- a 5 minute video (if you would like to send us a video, please email [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org) to discuss this)

For monitoring and application tracking purposes, please also complete our short application and equal opportunities monitoring data on our StaffSavvy recruitment portal, this should take no more than 15 minutes of your time.

Please send your application by email, with the Subject Title: HLO Application to [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org) by the **closing date Monday 27<sup>th</sup> January 2025, 9am.**

**Interviews will be held w/c 17<sup>th</sup> February.**

