



## APOLLO MUSIC PROJECTS TRUSTEE

### About Us

**Apollo Music Projects brings live classical music to children who might not otherwise experience it through a unique programme of classroom workshops, chamber orchestra and full symphony orchestra concerts. Currently London-based, with plans to expand.**

We are looking to strengthen our Board to support Apollo in its next stage of growth and development which includes continuing to evolve and adapt our existing programme delivery due to the ongoing impact of Covid19.

To ensure the longer-term sustainability of Apollo, we need to expand our reach beyond our current operating base, which is primarily in Hackney and surrounding boroughs in North and East London. That requires investment in staff; diversifying our fundraising base and securing more longer-term funding; raising the profile of the charity; and re-evaluating our approach to delivery. In addition, we need to adapt the programme to continue to operate successfully within the constraints of the post-lockdown environment.

Currently our Board of Trustees consists of eight people, of whom the majority have been with Apollo less than two years, so we're full of ideas and energy. We all come from different professional backgrounds and have a range of experiences. We are looking to bring one to two new Trustees onto our board to address particular skills and expertise that we need at this critical stage in our journey. In Trustees, we look for people who are passionate about what we do, who can contribute to our expansion plans and who can challenge our current thinking and processes in a constructive way. Prior experience as a charity trustee is not required.

***Apollo Music Projects is committed to building a board which is reflective of the communities it serves. Therefore, applications are particularly welcome from candidates from minority ethnic backgrounds.***

In summary, we are at a pivotal point in our journey, and we are seeking motivated, passionate, and committed Trustees who can support us along the way.

As a Board, we meet four times a year, but depending on your skills, contacts and time, there are a number of ongoing initiatives that Trustees can get involved in and contribute to.

Please visit our website to find out more about what we do:

<https://www.apollomusicprojects.org/>



## APOLLO MUSIC PROJECTS TRUSTEE

### What are we looking for?

The most important credential for anyone on our Board is that they understand what Apollo Music Projects does, the benefits to children it brings, and are passionate about helping us secure our future. As such, it is not a prerequisite to have prior experience as a Trustee on a charity Board.

There are a number of specific skills that would be particularly beneficial to our charity at this point, and we would love to hear from you if this sounds like you:

- someone with practical and operational HR experience, particularly in a small business environment; this might also include executive coaching, recruitment, learning and development, D&I experience, and organisational design
- *or*, someone with hands-on experience of primary school education whether it be teaching, leadership, management, policy, research, etc
- *or*, someone with experience of expanding or growing a small business or charity, particularly geographically across the UK
- *or*, someone with experience of fundraising / development in the not-for-profit sector

As a Trustee, you will share in our collective responsibility to ensure that Apollo delivers against its mission, is financially sound and continues to add value across the areas it works. You will have strong support in achieving those aims from staff and fellow Trustees.

### What difference will you make?

You will contribute to the next stage of Apollo's growth as well as helping the charity navigate through the inevitable challenges of adjusting its approach and delivery in response to the impact of Covid19.

In order to achieve our growth objectives, we need to market ourselves into new areas, as well as adapt our business model and operating base to support this growth. We also need to expand our fundraising base, in particular focusing on increased corporate giving, so we create long-term funding streams.

As such, we're not looking for Trustees to help us stay where we are; we're looking for Trustees who can support the next step and help us accelerate forwards.

### What's in it for you?

What we do makes a difference to children. We open their minds to new experiences and within the space of a year, have children that are able to sit through a concert and be inspired and mesmerised by what they see and hear. We are excited to reach even more children than we've ever done before. This is an opportunity to get involved in a charity with an enthusiastic and inspired Board, keen to make their mark.



### Responsibilities of a Trustee of Apollo Music Projects

The key responsibilities of a trustee are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuit of its charitable objects for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This involves scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### Person specification

- Commitment, passion, and energy about our cause
- A willingness to devote the necessary time and effort
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

### How to apply

Please send your latest CV and a covering letter to [chair@apollomusicprojects.org](mailto:chair@apollomusicprojects.org). Within your covering letter, please include how you see yourself contributing to the next stage of Apollo's growth in the coming 2-3 years. Deadline for applications is **23rd July 2021**.