

## **NATIONAL YOUTH JAZZ COLLECTIVE (NYJC)**

### **APPOINTMENT OF NEW CHAIR**

NYJC is a young and vibrant National Youth Music Organisation specialising in small group jazz improvisation. Founded in 2007 by Issie Barratt (NYJC's CEO/Artistic Director and winner of 2014's Parliamentary Jazz Educator award) NYJC's mission is to support the creative and educational needs of the nation's young jazz musicians through its coherent and inspirational pathway of streamed study (from first access to young professional) progressing from NYJC's national network of regional jazz hubs through to August's highly competitive National Youth Jazz Summer School and a national annual programme of high profile professional level performances. 90% of NYJC's summer school graduates go on to study jazz at conservatoire level, with many winning national jazz awards (such as the inaugural BBC Young Jazz Musician of the Year) and receiving grants (from organisations such as Awards for Young Musicians and Help Musicians UK) as they successfully embark onto careers in jazz. All NYJC activity is supported by teaching and learning online resources, NYJC's yearlong trainee tutors' Ambassadors' Scheme (for recent jazz graduates interested in teaching) and bespoke programmes of Continuing Professional Development (designed to support the nation's teachers and music leaders at all levels).

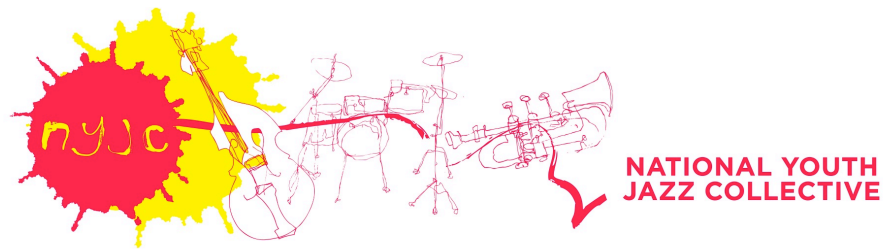
In August 2009 NYJC became a corporate charity with a Board of trustees, which has expanded considerably over the last 18 months (from three to nine) through recruitment of additional trustees with particular skills and experience. This has gone hand in hand with a gradual expansion of NYJC's activity both in size and scope. At the same time the Senior Management Team has been increased to include a Project Manager, Finance Manager and Trusts and Foundations Officer with a support team of Curriculum Manager, Website Manager and Online Resource Producer. In 2010 NYJC welcomed Dave Holland as President along with Julian Joseph, Helen Mayhew, John Fordham and Michael Connarty MP as Vice-Presidents. In July 2014 NYJC was awarded National Portfolio status by the Arts Council England with a three-year grant for 2015-2018.

This is a very exciting time for NYJC. The charity already has a high reputation with funders such as the Arts Council, Youth Music, Leverhulme, D'Oyly Carte and Fenton Trust and steps are being taken to raise NYJC's profile both publicly and in the private sector. In October 2014 NYJC will embark on a full external and internal review of NYJC's management and governance so as to ensure NYJC can sustain its on going expansion and meet the needs of the national's pre-degree music scene. In 2017 NYJC will celebrate its 10<sup>th</sup> birthday on a national level.

Martin Kemp was appointed Chair in 2009 on incorporation, and has served for almost five years. Martin has advised the Board that now is the time for a new chair to take over to work closely with NYJC's Artistic Director/CEO on NYJC's organisational review and elevated status to NPO, filling a key role in driving the organisation forward through a period of significant change and expansion.

Registered Charity number: 1135060 Company Limited by Guarantee number: 6978971

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## THE ROLE OF CHAIR

It is anticipated that the new Chair will serve for a period of 3 years with the option to take on a second term if the Chair and Board agree the repeated term is in NYJC's best interest. We are looking for an energetic Chair with considerable proven managerial and leadership skills, experience in organisational development and management and a wide range of personal contacts in the world of music education, charities and funding (both public and private)

He/she should be willing and able to devote sufficient time and energy to pursue NYJC's objectives as a pro-active leader.

We are looking for the following additional qualities:

- Personal commitment to jazz and to NYJC
- Understanding of legal and customary duties and responsibilities
- The ability to engage with decision-makers and media in advancing the interests of NYJC and its projects.
- Interpersonal and negotiating skills including tact and diplomacy
- Effective decision making and conduct of meetings
- Preferably, some knowledge of the world of jazz and a strong public presence.

**How to Apply:** Please send your letter of application along with current CV by email to NYJC's CEO and Artistic Director, Issie Barratt, on [issie@nyjc.co.uk](mailto:issie@nyjc.co.uk), including the words NYJC CHAIR in the subject header.

### **Timelines:**

**Submission deadline:** 5pm 19th September 2014

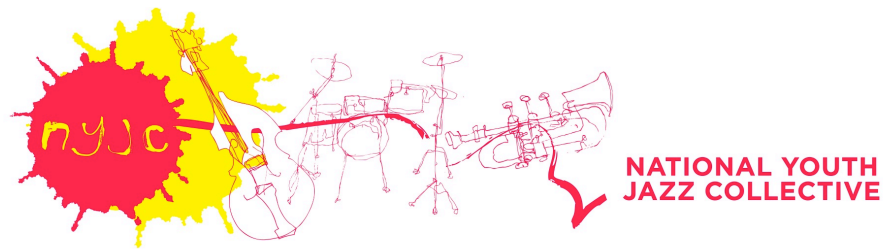
**Shortlisting by Executive Committee:** 4pm-6pm 24th September 2014

Shortlisted candidates will be informed by 7pm 24th September 2014

Shortlisted candidates will be invited for interview between 2pm and 5pm 25<sup>th</sup> September 2014

For further information, please contact NYJC's CEO and Artistic Director, Issie Barratt, on [issie@nyjc.co.uk](mailto:issie@nyjc.co.uk)

NYJC would like to invite all interested candidates to attend NYJC's National Youth Jazz Summer School reception (2.30pm - 3.30pm), preconcert seminar (3.30pm - 4.30pm) and final performance (5pm - 8pm) on 16 August 2014 at The Rossall School, Fleetwood, Lancashire. Please let us know if you would like tickets to attend.



## NYJC JOB DESCRIPTION FOR CHAIR

### PART 2: OBJECTIVES, RESPONSIBILITIES, DUTIES AND ACCOUNTABILITY

#### 1. Overall Objectives

- 1.1 To provide leadership and direction to the Board of Trustees (“the Board”), enabling them to fulfil their responsibilities for the overall governance and strategic direction of NYJC.
- 1.2 To develop NYJC’s aims, objectives and goals in accordance with the Articles of Association, and legal and regulatory guidelines.
- 1.3 To work actively to raise the profile of NYJC in general and to ensure that public and private funders, politicians, press and public are fully aware of NYJC, its achievements and goals
- 1.4 To work in partnership with the Artistic Director/CEO (“AD/CEO”) to ensure that NYJC is managed in an effective manner.

#### 2. MAIN RESPONSIBILITIES

**LEADERSHIP:** Leading the trustees and members of the senior management team to develop strategic plans for the NYJC.

**CEO:** Providing support and leadership to the Artistic Director/CEO.

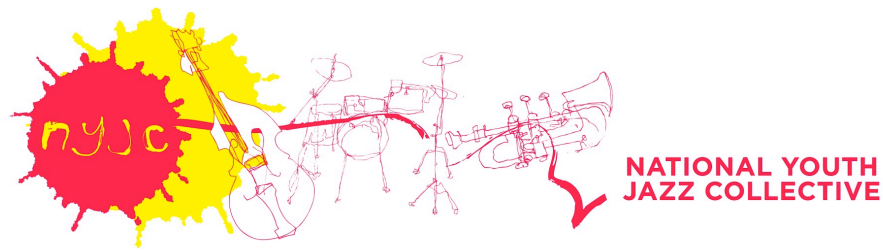
**GOVERNANCE:** Undertaking a leadership role in ensuring that NYJC is run in accordance with the decisions of the Board and the Articles of Association, and otherwise fulfils responsibilities for the governance of NYJC as a charitable company.

**FINANCE:** Specifically, ensuring on a continuing basis that NYJC’s finances are run in accordance with good practice, the Articles of Association and legal regulations.

**FUNDING:** Ensuring that structures and procedures are in place for securing the funding required by the organization. This may require the Chair to play a leadership role in fundraising campaigns through the use of personal contacts and experience.

**MEETINGS:** Liaising with the Secretary, and CEO to draft agendas for Board meetings and ensure that the business is covered efficiently and effectively in those meetings.

**STAFF:** Acting as the channel of communication between the Board and staff, in situations where it does not undermine NYJC’s Senior Management Team (“SMT”), and as the ultimate employer of all staff, ensuring that legal requirements relating to staff or service providers are complied with.



### 3. MAIN DUTIES

- 3.1 Planning, setting and chairing Board meetings and general meetings including AGMs.
- 3.2 Chairing the Executive Committee on a monthly basis
- 3.3 Meet with the AD/CEO, members of the SMT and the Vice Chair (see below) as appropriate to keep up to date with activities and management issues
- 3.4 Ensuring Board decisions are acted upon.
- 3.5 Supporting NYJC's artistic vision and artistic team including Artistic Director, President, Vice-Presidents, teaching artists and Ambassador tutors.
- 3.6 Leading and chairing disciplinary and appointment committees.
- 3.7 Serving as an ex-officio member of Board committees representing the NYJC at functions, meetings and in the press and broadcasting media.
- 3.8 Attending NYJC annual summer school and a selection of national and regional performances by NYJC students
- 3.9 Make themselves known to the young musicians, alumni, ambassadors, tutors, parents and partners.
- 3.10 Acting between full Board meetings in authorising action to be taken where necessary or desirable
- 3.11 Signing cheques and legal documents in accordance with relevant mandates.
- 3.12 Monitoring the performance of the Board and its members and ensuring there is an annual Board review
- 3.13 Ensuring that the performance of the CEO and other staff is reviewed on an annual basis
- 3.14 Ensuring that the Board and its members are aware of and fulfil their governance responsibilities
- 3.15 Ensuring that structures and procedures are in place for effective recruitment, training, and evaluation of Board members

### 4. ACCOUNTABILITY

**4.1 TRUSTEE:** The Chair, as a charitable Trustee, has the same overall legal responsibilities as the other Board members. In addition he/she is accountable to the Board as set out in the Articles.

**4.2 DELEGATION:** The Chair may delegate specific duties to a Vice Chair appointed by the Board; however he/she remains responsible for the Vice Chair's actions.

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