



National Youth Jazz Collective Trustee Recruitment Pack, March 2022

National Youth Jazz Collective (NYJC) is currently seeking to appoint up to four new Trustees, to join the Board of Directors.

NYJC's Board plays a central role in the life of the Collective and is responsible for upholding the ethos, values, style and purpose of the organisation. It is peopled by expert individuals who are excited to support an ambitious team, and who have an authentic commitment to supporting young people to develop their skills, passion and experience as jazz players.

Board Members will share a passion for our work, and be committed to NYJC being an equal, diverse and inclusive organisation.

This is an important time for NYJC. We are currently applying for Arts Council England's National Portfolio from 2023 onwards, which will have a particular emphasis on Board involvement. A strong, diverse and supportive Board will be crucial to our success over the next few years.

NB: under NYJC's Articles of Association, being a 'Member', 'Director' and a 'Trustee' is the same thing.

The National Youth Jazz Collective is a Registered Charity (company limited by guarantee registered in England & Wales No. 6978971, Charity No. 1135060) with a non-executive Board who are responsible for:

- setting policy
- ensuring sound financial management
- securing the future of the Collective through advice on fundraising and networking with senior policy makers
- appointing senior staff
- supporting the staff in their activities

We are particularly interested in hearing from potential Trustees with the following areas of sector experience:

- Finance and income generation
- Equality, access and inclusion
- HR
- Legal
- Digital marketing and communications
- Arts and / or charity leadership

NYJC celebrates diversity and inclusion. We welcome interest from all sectors and backgrounds and are keen to encourage applications from under-represented groups, particularly people from Black, Asian and ethnically diverse communities, but also a broad age-range and people living with disabilities.

This pack includes:

1. Overview – National Youth Jazz Collective
2. Role overview – Trustee
3. Terms of Service
4. Recruitment process

You can find information on our current Board and Management team here:

[Who We Are - National Youth Jazz Collective](#)

Many thanks for your interest in the National Youth Jazz Collective.

Guy Fletcher
Chair



Photo (c) Sarah Hickson

1. Overview – National Youth Jazz Collective

The National Youth Jazz Collective (NYJC) supports the creative and educational needs of the young jazz musician, focusing on small group composition and improvisation within a pathway of progression from beginners to young professionals. Our mission is to:

- bring young jazz enthusiasts together to develop their skills, passion and experience as jazz players
- offer music education for 8–18-year-olds, helping them improvise, compose, arrange and lead their own bands
- provide teaching and learning materials for music teachers and schools to encourage and support young musicians to collectively improvise and compose.

NYJC was founded in 2007 and is led by Founding Artistic Director, multi award-winning composer, educator and record producer, Issie Barratt, cited in Radio 4's 2018 power list as one of the 40 most influential women in the music industry. Issie is supported by an experienced Chief Operating Officer, Programme Manager and Finance Manager, 75 internationally renowned teaching artists (11% of whom are NYJC alumni) and a knowledgeable and skilled Board of Trustees. NYJC's President is jazz luminary Dave Holland, and Vice Presidents include composer Sir Karl Jenkins, jazz pianist Julian Joseph OBE and Norma Winstone MBE. NYJC is a Charity, Company Limited by Guarantee and National Portfolio Organisation, receiving regular core funding from Arts Council England and the Department for Education, with additional project support from various Trusts and Foundations.

The National Youth Jazz Collective Summer School is the country's pinnacle pre-degree jazz education opportunity for 14–18-year-olds. 90% of our summer school participants go on to study jazz at conservatoire before becoming leading lights on the jazz scene. Five of the ten semi-finalists and two of the five finalists of last year's BBC Young Jazz Musician of the Year Award are NYJC Summer School graduates. Many have gone on to win Grammys, Parliamentary and JazzFM Jazz Awards and Paul Hamlyn and Ivor Novello Composer Awards – several of whom were in receipt of bursaries while with NYJC. All acknowledge NYJC as the significant experience that encouraged them to progress to higher education jazz studies and commit to becoming professional musicians.

2022 will mark NYJC's 15th birthday. In our first fifteen years we have focused on piloting and developing a successful artistic programme, creating an award-winning pedagogy and effective progression route, supported by a range of online teaching and learning materials and a thriving alumni network that includes many of the leading figures in UK jazz.

It is now time for us to focus on growing our Board of Trustees to support our organisational development and to ensure NYJC can continue to support talented young musicians across England.

Further information on NYJC is available here: [National Youth Jazz Collective - NYJC](#)

You can watch a 1-minute film about NYJC's Summer School here: [Summer School - National Youth Jazz Collective](#)

You can get a flavour of what our Summer School participants achieve by watching the following: [NYJC Summer School Concert 2021 – Malcolm Earle Smith and Mark Hodgson's Combo](#)

1. Role overview – Trustee

Principal duties

- To understand Arts Council England's requirements of its National Portfolio Organisations (NPO), and the specific requirements of their Boards.
- To be responsible for ensuring the efficient and effective delivery of the organisation's NPO Funding agreement with the Arts Council, including ensuring that NYJC's executive officers are held to account for progress against the targets and success measures that are agreed within the funding agreement; and that the Arts Council receives regular reports on that progress.
- To meet and communicate directly with the Arts Council, independent of the executive if required.
- To understand the legal and financial responsibilities of Board Members (see below) and to carry out these responsibilities of monitoring and decision- making.
- To attend and contribute to four Board meetings, subcommittee meetings if applicable, and one Away Day per year.
- To approve the Business Plan, including overall objectives and budgets, while delegating implementation to the staff.
- A willingness to contribute to the fundraising targets of the organisation annually, which could include attending fundraising events and making introductions to potential individual or corporate supporters.
- A willingness to take leadership of particular aspects of strategic planning through chairing or membership of existing or new sub-committees or working parties, and monitoring the organisation's progress in these areas.
- To support the Executive Artistic Director's vision, within the context of NYJC's history and identity, and to provide critical oversight with regard to the practical and financial implications of the artistic programme.
- To attend the annual NYJC Summer School performance and other performance opportunities where possible.
- To support the staff in their activities through attendance at key events & meetings.
- To use professional and arts networks for the benefit of NYJC.
- To contribute to the recruitment, appointment and appraisal of the organisation's senior staff.

Legal & financial duties

- To act with honesty and good faith in the best interests of the organisation.
- To ensure that the organisation acts at all times within the aims set out in the Memorandum and Articles and in accordance with the conditions laid down by any provider of funds or grants.
- To ensure that there is no misapplication of any NYJC property and that all assets of the organisation are used for the benefit of the organisation.
- To avoid a conflict of interest. Board Members are under a duty to disclose the nature of any interest which he or she has in any contract to which the organisation is a party.
- To ensure that the organisation operates within the limits of its financial resources, actual and expected.

Other duties

- To exercise care, diligence and skill in the execution of Board Member duties ie that degree of skill which may reasonably be expected from a person of his/her knowledge and experience.
- To ensure that the organisation complies with the requirements of the Charity Commission and other relevant legislation, eg Health and Safety Regulations.
- To review and approve the organisation's Policies and Procedures, and feed into its Risk Register.

Sub-Committees and Working Parties

- Development Board
- Finance Sub-Committee
- Development Board
- HR and Safeguarding Sub-Committee
- Digital Learning Working Party
- Diversity Working Party
- Marketing Working Party

On occasion, other Sub-Committees and Working Parties will be created in response to organizational need.

We are looking for Trustees who:

- Have enthusiasm for the National Youth Jazz Collective, its artistic work, mission and values.
- Have a commitment to diversity and inclusion.
- Are strategic and creative thinkers.
- Bring good, independent judgement.
- Can offer specific expertise and knowledge in relevant fields.
- Have good communication and interpersonal skills.
- Work effectively as a team member, with respect for others.
- Are respected and trusted by other Board members.
- Act with impartiality, fairness and confidentiality.
- Are not afraid to speak their mind – with tact and diplomacy.
- Have the ability to advocate for the organisation.
- Can relationship-build for influence.
- Have a willingness to learn new skills.
- Can commit to the time and effort required by the role.
- Understand and accept the legal duties and responsibilities of the role.



Photo (C) Sarah Hickson

2. Terms of Service

We request a three-year initial Term of Service, renewable by the re-election process outlined by NYJC's Memorandum & Articles. The maximum Term of Service is two consecutive terms, or a period of six years, at which time a Board Member must take a break of one year before being re-elected.

Non-attendance of Board Meetings

NYJC holds quarterly Board meetings (2 hours in length), and one annual Away Day (attended in person in central London or via a digital platform). Regular attendance at Board meetings is the best way to keep abreast of developments in the organisation. If a Board member is not able to attend for two consecutive meetings the Chair will discuss with the Board member whether they feel able to continue in their role and contribute to the development of the organisation.

Pay and Perquisites

Board Members of organisations having charitable status may not receive a salary, fee or other form of remuneration for any of their services to the charity unless agreed by the Board for specific services. This does not, however, affect reimbursement for Board Members' reasonable and proper out-of-pocket expenses as agreed with the organisation.

Time Commitment

- The full Board meets quarterly, plus one annual Away Day.
- Sub-Committees meet in addition to this commitment.
- Ad hoc meetings or conference calls are occasionally convened throughout the year.
- Enquiries from senior management are emailed out to individuals, or the whole Board, on a semi-regular basis and Board Members are expected to respond swiftly.
- It is hoped that Board members will attend NYJC performances where possible, and attend events when their schedules allow.

Key dates 2022

Board Meetings:

Wednesday 11 May 2022, 4-6pm

Wednesday 13 July 2022, 4-6pm *at Kings Place*

Wednesday 9 November 2022 + AGM, 4-6.30pm

Location for 2022 Board Meetings (unless otherwise advised):

PSHE Association, Coram Campus, 41 Brunswick Square, London WC1N 1AZ

NYJC Fundraiser evening:

Tuesday 24 May, 7-10pm, Pizza Express, Dean Street, London W1D 3RW

NYJC Summer School concert:

Saturday 20 August, 5-8pm, Benenden School, Kent TN17 4AA

Annual Development Day:

Date TBC, October 2022, Kings Place, 90 York Way, London N1 9AG

Memorandum and Articles of Association

These role overviews should be read in conjunction with NYJC's Memorandum and Articles of Association (available from the Executive Artistic Director), as it sets out the legal status of the company.

The Articles of Association (along with the Memorandum of Association) govern the working of NYJC. They set out important information in relation to members and directors, how the company acts in general meeting and the types of decision it makes, and how communication takes place.

NB Members, Directors and Trustees are the same people for NYJC although only members and directors are mentioned in the Articles.

10 is the maximum number of Members and Directors that NYJC can have although the Directors can increase this number if they so wish. There must be no fewer than three directors (and therefore members). The quorum needed for a meeting is three members or 1/3 of the membership at the time – whichever is the greater. A director can serve for six consecutive years and must then have a year out. All of the directors may, however, pass a resolution to the effect that it is in the best interests of the company for the maximum term to be extended or waived.

Directors can resign at any time.

A Director must also vacate the office if they become disqualified to act as a Director or Trustee, or are removed from office by the company. At the first meeting of each year one third of the Directors must resign, but are eligible for reappointment up to the six-year term mentioned above.

The powers of the company are exercised by the Directors who manage the business of the company which is generally delegated to the executive team. The Directors set the strategy for the company in consultation with the executive team and do need to consider accounts, elect the directors and appoint the auditors. On the financial management of the company the Directors need to consider whether the accounts reflect a true and fair view of the financial state of the company and whether the company is a going concern.

Business is generally conducted at meetings by a show of hands with each member having one vote unless a poll is demanded by the Chair or at least two members. The Chair has the casting vote if needed.



3. Recruitment process

This is an open recruitment process, being delivered by a Board sub-committee made up of Guy Fletcher (Chair), Jonathan Baggaley (Deputy Chair and Trustee with responsibility for HR) and Issie Barratt (Executive Artistic Director).

Candidates are asked to submit a current CV and a one-page expression of interest outlining their experience and suitability for the role to Sophie Branscombe, Chief Operating Officer, sophie@nyjc.co.uk by **midday, Tuesday 3 May 2022**. We will respond to all applicants w/o 9 May 2022.

Interviews will be held on Wednesday 1 June 2022 in central London, with the view to inviting successful candidates to observe a subsequent Board meeting on Wednesday 13 July 2022, and formally joining the Board after that.

If you would like to have an informal conversation about the opportunity and recruitment process, please contact Sophie Branscombe on sophie@nyjc.co.uk, who will arrange a time with a member of the recruitment sub-committee.

Please complete an Equal Opportunities Monitoring Form with your EOI. The form is anonymised and can be found on the Trustee Vacancy webpage here:

[Vacancy: Trustee - National Youth Jazz Collective.](#)