



## NATIONAL YOUTH JAZZ COLLECTIVE CHIEF EXECUTIVE OFFICER

### NYJC'S CEO JOB DESCRIPTION

<b>Position:</b>	Chief Executive Officer, <a href="#">NYJC</a>
<b>Salary:</b>	£62,000- 65,780 pro rata, dependent on experience.
<b>Contract:</b>	Equivalent to a 0.4 contract of 2 days a week, with 6-month probation and a review at 1 year.
<b>Reports to:</b>	NYJC's Board of Trustees
<b>Responsible for:</b>	Line managing NYJC's Finance Manager, Programme Manager, Head Chaperone (In charge of residential pastoral care) and Marketing & Comms Officer & website designer.
<b>Location:</b>	LCB Business Depot, 31 Rutland St, Leicester, LE1 1RE
	The role requires the individual to be in the office for 2 days a week.
	The role will include some occasional UK travel and residential programmes where overnight stays will be necessary.
<b>Additional info:</b>	<p>The NYJC team will comprise of five other part time staff (Artistic Director, Finance Manager, Programme Manager, Marketing and Coms Officer and website designer) who manage the business and artistic elements of the organisation, and a board of 8-12 Directors responsible for NYJC's governance.</p> <p>We offer a workplace pension scheme and shall make the appropriate legal contributions after your period of probation if you subscribe.</p>
<b>Annual Leave:</b>	28 days pro rata per annum, including public holidays.
<b>Hours of work:</b>	14 hours per week (equivalent to 2 days a week). NYJC would be happy to consider more flexible working hours across 3 days upon further discussions and agreement with any successful applicant.



## NYJC'S CEO APPLICATION PROCESS

Please send your CV and one-page cover letter to NYJC's Chair, Dan Francis, at [recruitment@nyjc.co.uk](mailto:recruitment@nyjc.co.uk) outlining your suitability for the role and reasons for applying. Please mark the email's subject as "Application for NYJC's CEO role"

<b>Application Deadline:</b>	midnight 21 <sup>st</sup> April 2024
<b>Email from NYJC to all applicants:</b>	5pm 29 <sup>th</sup> April 2024
<b>Interviews:</b>	<b>Round 1:</b> 10am-5pm 7 <sup>th</sup> May 2024 (In Leicester). <b>Round 2:</b> 10am-5pm 14 <sup>th</sup> May 2024 (in Leicester).
<b>Start date:</b>	<b>Anytime 28<sup>th</sup> May to 1<sup>st</sup> August 2024:</b> Depending on notice needed to be served.

Should you have any questions about the role or NYJC more generally, please contact our Chair Dan Francis on [danf@nyjc.co.uk](mailto:danf@nyjc.co.uk) and/or Executive Artistic Director on [issie@nyjc.co.uk](mailto:issie@nyjc.co.uk) (NB: Issie may be slow to respond while on the summer programme audition tour 10<sup>th</sup> March – 14<sup>th</sup> April 2024).

## NYJC'S CEO KEY RESPONSIBILITIES

- Ensure a long-term strategy, business plan and budgets are in place to guide NYJC in the successful achievement of its objectives including the 3-year strategic plan and fundraising strategy.
- The Artistic Director is responsible for devising NYJC's artistic strategies and plans. The CEO will work with the Artistic Director to ensure their strategies & plans to deliver NYJC's artistic remit are in budget, resourced and meet NYJC's organizational goals & objectives.
- Oversee delivery & implementation of NYJC's strategy with the management team, board of trustees & partners.
- Provide strategic and financial leadership to the organisation as a whole, included overall organisational budgetary responsibility in accordance with NYJC's financial delegation policy.
- Ensure that sufficient and appropriate financial, staff and technology resources are in place to deliver the organisation's strategy, projects and services.
- Devise fundraising strategies, produce funding applications and pursue other sources of income for NYJC.
- Lead on all management functions at the organisational level including finance, income development, policies & procedures, human resources & contracts, evaluation, quality & operations.
- Support the Board of Trustees by providing high quality, regular management and monitoring information so that it can carry out its governance role.
- Ensure appropriate risk management, policies and systems are in place to enable NYJC to continue to operate efficiently and effectively and comply with all regulatory requirements.
- Ensure the work NYJC does is communicated effectively both internally and externally.
- Represent the organisation as required in relationships with a wide range of stakeholders, including government, other arts organisations and funders.
- Work within NYJC's equal opportunities, safeguarding, health & safety & other policies at all times.
- Line manage NYJC staff including the Finance Manager, Programme Manager, Head Chaperone (In charge of residential pastoral care) and Marketing & Comms Officer.



# NYJC'S CEO PERSON SPECIFICATION

NYJC seeks a candidate who meets the following criteria as closely as possible:

## ESSENTIAL

### KNOWLEDGE AND EXPERIENCE

- Extensive & demonstrable experience at Senior Management level, working closely with Trustee or non-Executive Boards and Committees, in one or more of the following relevant fields:
  - Youth services
  - Charitable bodies
  - Cultural agencies
  - Arts Council England and local authority funders
  - Music organisations including National Youth Music Organisations
- A strong understanding of public & charitable sector funding, budgetary management & responsibilities
- Sound knowledge of charity sector governance issues and regulatory requirements
- Experience of devising strategies, plans and budgets, monitoring organisational performance and reporting against financial measures and other management information metrics
- Experience of line management and managing a team of disparate staff & volunteers, including both musical & administrative personnel
- Experience of leading or overseeing marketing strategies with the ability to build a core brand profile for NYJC

### SKILLS AND ATTITUDES

- Proactive and strategic leadership skills
- Financial acumen to understand, assess and interrogate financial data and information
- Ability to generate funds through grant applications, commercial sponsorship and individuals, and the necessary relationship management to ensure supporters receive value for money whilst ensuring resources are in place to enable NYJC to deliver and report on promised outcomes
- Strong skills in developing & sustaining partnerships within the music, education, political & commercial sectors
- Highly developed negotiation and advocacy skills
- Fluency with Outlook, Word, Excel, PowerPoint, Microsoft Teams, Zoom, and WordPress

## DESIRABLE

### KNOWLEDGE AND EXPERIENCE

- Experience of delivering arts & cultural programmes in the current financial climate
- An understanding of the wider musical & education world & its opportunities
- Knowledge of the music education sector and issues affecting teaching and children and young people
- Understanding working with young people's music activities & organisations, ideally those delivering National Youth Music activities



## ABOUT THE NATIONAL YOUTH JAZZ COLLECTIVE:

*Be inspired. Be empowered. Be creative!*

### ["What is NYJC?" YouTube video](#)

The [National Youth Jazz Collective](#) is a vibrant National Youth Music Organisation established in 2006 to provide inspirational, high-quality training and performance opportunities for all young musicians interested in creative music making (through small group improvisation, composition, arranging and shared band leadership). NYJC offers a clear pathway of progression, beginning with an annual series of streamed regional ensembles (streamed into beginner, intermediate, advanced & young professional): delivered in collaboration with a growing network of regional and national partners; providing a bespoke programme of progression that leads towards NYJC's pinnacle 12-day residential summer programme comprising a [3-day vocal jazz camp](#); [6-day composition summer school](#) (where 15 composers write for NYJC's five senior nonets); [7-day summer school](#) for early career jazz improvisers (offering 45 places to the nation's most gifted and talented young musicians after an Easter fortnight national audition tour) and [4-day feeder summer short course](#) (for young musicians who showed great potential and skill in their auditions, but weren't yet sufficiently familiar with the jazz vernacular and pedagogy to sustain an intense week on the main summer school course).

NYJC is committed to redressing the gender imbalance within jazz. A committed signatory to the international [KeyChange](#) initiative (A pioneering international initiative which transforms the future of music by encouraging festivals and music organisations to achieve a 50:50 gender balance by 2022). NYJC already ensures the ratio of tutors delivering an initiative and composers performed within that programme is 50:50. In addition (while proactively encouraging and supporting all young musicians equally) NYJC recognises the need to also improve the gender balance within peer mentorship, by supporting and championing gifted young female musicians, helping them fulfil their true potential through NYJC's beacon Creative Leadership Ensemble (A year-long programme in which 8-12 of the nation's most gifted and talented young female musicians collectively write an hour long programme of original material designed for festival performances and pre-concert "Girls Play Jazz" taster workshops).

NYJC's entire programme is complemented by a library of online resources (including over 279 performance & teaching videos hosted by NYJC's YouTube Channel) and programmes of professional development - both through NYJC's free, year-long NYJC's Ambassadors Training Scheme for recent graduates interested in developing their skills in creative music leadership and through CPD sessions offered to young musicians' regional teachers and music leaders.

NYJC's national reach is achieved through an ever-growing national network of regional hubs and partnerships as well as our annual 15-day Easter audition tour with introductory taster workshops in Birmingham, Bristol, Cambridge, Exeter, Leeds, Leicester, London, Manchester, Newcastle, Norwich, Oxford & Southampton.

All audition costs are covered by our Arts Council England NPO and Department for Education's NYMO grants and are free to all participants, with travel and enrolment fee bursaries offered to all participants needing financial support. Thanks to funding from the Leverhulme Trust, a fair bursary scheme, modelled on the Music and Dance Scheme's sliding-scale, is designed to provide up to 100% of a participant's regional enrolment fee, summer school and short course enrolment fee and all travel costs.

In setting objectives and planning for activities, NYJC's management team & board have given due consideration to general guidance published by the Charity Commission relating to public benefit. A close relationship is maintained with the Collective's President and five Vice Presidents as well as key alumni, many of whom have gone on to win Grammys, Parliamentary Jazz and JazzFM awards, Ivor Novello & Paul Hamlyn Composer Awards and nominations for the Mercury Prize.



The Collective's Charity is presided over by the Board of Trustees, whose collective professional knowledge and experience provides robust and well-constituted leadership in overseeing NYJC's governance, while fully supporting the leadership and artistic vision of the Collective's founding Executive Artistic Director.

NYJC continues to maintain its position of leadership within the nation's educational offer to jazz musicians of 18 and under- sharing an accessible and expert insight and understanding of best practice in youth jazz (at all levels of ability) while continually advocating for better access to small group jazz tuition and opportunities within the nation's formal and informal music education provision. This position is further endorsed by the Department for Education, who name-checked NYJC as one of the three NYMOs cited in June 2022's National Plan for Music Education (The other two were the National Youth Orchestra and National Youth Choirs of Great Britain).

NYJC's cross generational, diverse faculty of over 75 teaching artists (all internationally recognised performers as well as highly respected educators) have been deployed across a range of activities and regions in the past 16 years, working directly with young people (in both online and face-to-face creative music workshops, courses and summer programme) while also supporting the music leaders and creators who help shape the young musicians' musical pathways and early careers. 16% of the faculty comprises alumni tutors, while 48 graduates from NYJC's year-long trainee Ambassadors Scheme, focusing on NYJC's bespoke creative pedagogy, are now leading creative music projects around the UK

We also influence and guide those in parallel youth music organisations through our exemplary practice in inspiring and facilitating creative music making (through improvisation, composition, arranging and shared music leadership) often working alongside other organisations to enliven their offer. Consequently, all young participants are exposed to a multi-award winning, world-class level of creative music education that is second to none: in which we identify, develop and support the musical skills of all participants, from first access right through to young professional (including auditioning for conservatoire undergraduate and post graduate jazz courses, competing in BBC's Young Jazz Musician of the Year and early career portfolio performance and teaching opportunities).

All of NYJC's work is delivered in partnership with the support 146 regional and national partnerships. All participants across NYJC's entire programme are streamed into groups of between 8-12 young participants and supported by NYJC faculty of teaching artists and trainee ambassador tutors. Bespoke preparatory learning for all activity is emailed with at least one month's notice – providing YouTube, Spotify and itune links and clear written guidance for all repertoire selected, so the participants can access the recordings and learn the music by ear with ease.

NYJC also continues to develop its online offer, reaching an online audience of 24413 during 2022-23 by providing young musicians and educators with one of the few online libraries of videos geared to introduce Key Stage 3, 4 and 5 students to the rudiments of creative music making. This now has over 279 videos – some of which are introductions to jazz styles, a glossary of regularly used terms and teaching videos for small group combo playing. Others are performances by young people on our courses. Alongside these we have curated materials that are designed to be accessed online by music professionals – including New Standards (repertoire by women jazz composers) & “100 years of Black British Jazz” playlists, and NYJC's graded list of 100 tunes (showing appropriate repertoire for different levels of student) with an accompanying Spotify playlist - so that the tunes can be heard and learned by ear.

All of NYJC's activity and growing resources are promoted in NYJC's newsletter as well as its Facebook, Instagram, Tiktok and Twitter feeds, designed to galvanise young people's continued engagement with each other and with opportunities to participate in jazz ensembles.



## FUTURE DEVELOPMENTS

During 2023-24 NYJC will:

### **A) Continue to anchor our work around key elements:**

1. Our annual residential National Summer Programme of four courses: 3-day Vocal Jazz Camp, 6-day Composition Summer School, 7-day Summer School for improvisers and 4-day feeder Short Course
2. Regional series of 6 workshops days hosted in a number of regions around England
3. The Creative Leadership Ensemble, showcasing young women players and composers
4. Partnerships with other NYMOs through NYJC's 2<sup>nd</sup> year of "Passport to Music" and "Indo Jazz Club" (which celebrated celebrate its 10<sup>th</sup> anniversary in 2023)
5. Inclusion of dance and improvisation to film across our entire programme
6. CPD sessions hosted online or face-to-face by schools, regional music services, National Conferences.
7. NYJC's year-long Ambassadors training scheme for early career young professionals interested in developing their creative music leaderships skills in small group improvisation.
8. Expanding our online programme of resources.

### **B) Introduce two new elements to our programme through:**

1. Relocating to the Midlands a new midland-based Chair, CEO & Programme Manager and expanding our board of trustees to include our first midland-based trustees
2. Expanding our capacity by creating two new roles: A dance co-ordinator & marketing and coms officer.

