



Job Description:

Role Title	Trustee
Reports To	Chair of Trustees
Location	London
Applications	By CV and cover letter to Angharad Cooper, Chair of Trustees at angharad.cooper@gmail.com
Deadline	Noon, Friday 14th February Interviews in person or via Skype: February TBC

About us

Soundmix is a small charity providing weekly music-making sessions for young refugees and asylum-seekers in London.

- **Our Beneficiaries**

The young people that we work with are usually unaccompanied minors. They are likely to have suffered trauma, are vulnerable to violence and exploitation, and may be excluded from mainstream life and education.

- **Our Activities**

We provide a fun and safe environment for them to participate in music making: learning and playing guitar, keyboard and drums, alongside singing and songwriting. Our workshops are designed to improve musical ability, promote social inclusion and citizenship, reduce social isolation and improve psychological well-being and core skills.

- **Our Partners**

We run a popular and successful workshop in Croydon in partnership with The Refugee Council and Children in Need. We have also run ad hoc projects with other organisations (such as the Red Cross, Young Roots and DOST) and we participate in Refugee Week and Croydon Young Refugees Network and events at the Horniman Museum.

<http://www.soundmix.org.uk/>

Role - Trustee

We are seeking a new trustee to join our Board with expertise in the fields of finance, fundraising, business, marketing and PR.

- This is a voluntary role, working alongside a diverse and friendly board of trustees and a paid project manager.
- You will be willing to work with us for at least 12 months. The role will require a couple of hours remote-based work every month, participation in quarterly board meetings in central London and occasional attendance at Soundmix events (e.g. workshops, performances, fundraising and marketing/promotion).



In return you will have an opportunity to develop your leadership skills and gain experience of running a small charity operating in a rewarding field that has a lasting impact on the lives of vulnerable children and young people.

Role Description

Your responsibilities as a trustee will include:

- Ensuring that Soundmix pursues and achieves its charitable objectives by contributing to strategy, targets and performance reviews.
- Ensuring compliance with governing documents and applicable laws and legislation.
- Ensuring financial stability (i.e. managing our resources appropriately) of the organisation.
- Contribute to giving firm strategic direction and income generation (including preparation of funding applications and project budgets).
- Using your skills, knowledge or experience to assist the Board to make sound decisions, including scrutinising Board papers, leading discussions, and providing guidance on new initiatives.
- Safeguard the good name and values of the organisation.

Person specification

We ask that applicants have the following qualities:

- Commitment to and/or interest in humanitarian causes, the arts, and/or the purpose of the organisation.
- Sound independent judgement and ability to work effectively as a member of a team.
- Good communication and interpersonal skills.
- Understanding and acceptance of a trustee's responsibilities (experience preferred but not essential).
- Willingness to devote the necessary time and effort to the trustee role and duties.
- Enthusiasm, dynamism, resilience and resourcefulness.
- Commitment to [Nolan's seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Please apply by CV and covering letter, outlining how you meet the criteria listed in the role description and person specification to Angharad Cooper, Chair of Trustees (Angharad.cooper@gmail.com) by **noon, Friday 14th February 2020**.