

MUSIC

— Education council —

MEC Trustee
Recruitment Pack



MEC Trustee Recruitment Information

“The contribution that music education can make to society is more essential than ever.” - Phil Castang, Chair MEC

Welcome

Thank you for your interest in this role.

Become a Trustee at MEC and help make a difference.

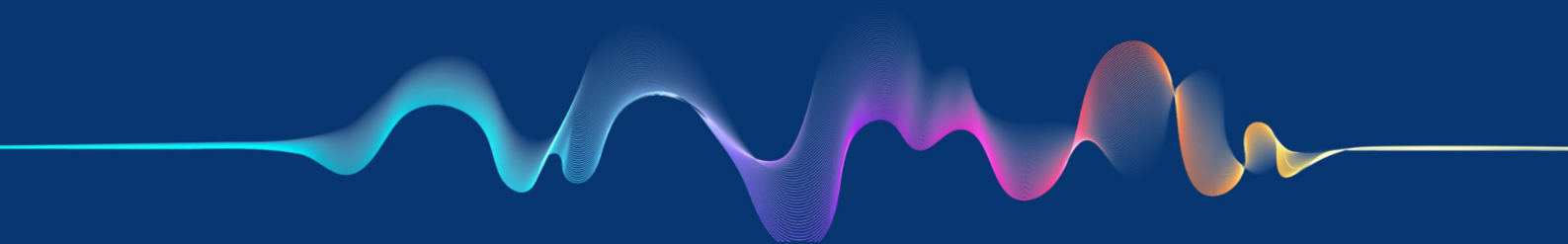
The Music Education Council (MEC) are seeking three exceptional trustees to join the Board at an exciting time for the organisation. We are looking to fully represent all perspectives and would particularly welcome applications from people of colour, disabled people, and anyone with a protected characteristic to improve the diversity of our board. With ambitious plans for development, we are looking for individuals that want to make an important contribution to music education across the UK - applicants from the devolved nations are particularly welcome.

MEC exists to champion and advocate for a society where everyone benefits from the personal, social, and educational value of music. Our mission is to create a space where all voices in the UK music sector can come together to explore how music and its education can improve the lives of communities across the UK. Become a Trustee at MEC and help make a difference.

Being a Trustee at MEC

A Trustee is a volunteer who serves on the governing body of a charity called the ‘Board’. Charity Trustees are the people who share responsibility and accountability for governing a charity and directing how it is run. It is an incredibly rewarding role and a wonderful way to support an organisation that is doing amazing things! This is a brilliant opportunity for you to use your skills, experience, and insight to ensure the Music Education Council is delivering its mission.

Together with the rest of the Board, you will help to deliver its influential annual programme. In addition to carrying out administrative, marketing and event project tasks, trustees are expected to advocate for and champion the work of MEC. You do not need to have been a Trustee before. Our Board is not an exclusive club. It is made up of a collegiate, supportive group of people who bring a range of lived



experience and valuable insight from a variety of different backgrounds. We can provide you with access to training and support.

How long?

It is usual for Trustees to sit on a board for a minimum period of 3 years. Many trustees decide to stay for a second term of 3 years.

How much time will it take?

Trustee board meetings take place 4-5 times a year. Meetings last 1.5hrs. Ideally, we meet in person but often online or hybrid. You will be asked to attend conferences, seminars, and events and to join and contribute to various subcommittees or working groups. You may want to initiate a new working group for a specific purpose. MEC trustees take an active role in the administration, marketing and delivery of events. It's not mandatory but ultimately, we make the most progress when we are all contributing in this way.

Is it paid?

As the role is voluntary, being a Trustee is not a paid position. We are however able to cover reasonable expenses including costs for a carer to support you to fulfil your duties as a trustee, travel and other costs of attending meetings, and providing childcare or care of other dependants while attending to trustee business.

How accessible is it?

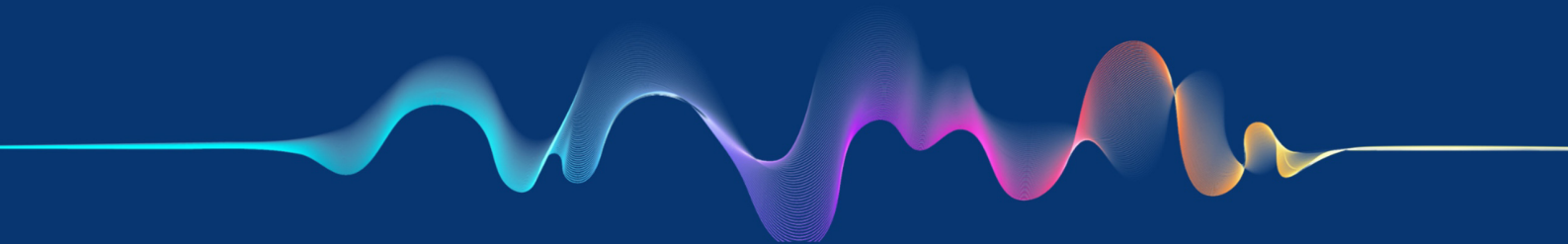
We take our responsibility to combat barriers to access and participation extremely seriously and work hard to identify and address any barriers that our organisation presents to people. We are happy to change the way we do things to ensure that everyone can participate meaningfully.

Current accessible working practices include:

- Speaking with all applicants about their access requirements
- Sending out interview questions ahead of time
- Using Google Workspace, a digital system that supports screen reader and keyboard shortcuts
- Online meetings using Zoom
- Sending out meeting minutes 2-weeks ahead of meetings

Person Specification

We are interested in hearing from people with a passion for music education and with knowledge and experience that might include the following areas: fundraising, marketing, music education, music and wellbeing, the music industry and teaching.



We welcome applications from everyone, from people of all ages, people from ethnically diverse backgrounds, working class people, the LGBTQIA+ community and the disabled community.

Each Trustee must:

- Be passionate about improving music education for all
- Be able to commit time and energy
- Be committed to MECs mission and values
- Be open to different perspectives and ideas
- Be able to speak their mind and listen to the thoughts of others
- Work well in a varied team of people
- Be willing to spend the time and effort needed to fulfil the role of Trustee
- Be able to make careful decisions based on the information they are given

Our Work

MEC unites organisations and individuals working across music education and the music industry. We bring individuals and organisations together to exchange ideas, explore best practice, and influence policy. We are at our best when challenging conventions, tuning out the noise and seeing the big picture. Our world-class seminar programme covers music education in all its forms, in every kind of setting from health and wellbeing to classrooms and careers.

Although MEC is a small membership organisation we work well beyond our size engaging with hundreds of teachers, music practitioners, community musicians, concert venues, schools, academics, researchers, and musicians. Our unique annual seminar programme explores themes and subjects that sit at the heart of music and its relationship to people and society more broadly. Recent seminars have included:

- Climate Change and the Music Industry
- Music Health and Wellbeing
- Music and Social Justice

Looking to the future, inclusion is at the heart of our thinking. Historically, the music education sector and the music industry haven't been diverse and representative places. We need this to change and MEC will be rigorously working towards helping to make this change.



Applying

Do I need to be a member?

No, if you apply to become a trustee and are successful, you will be given a free membership for 1 year.

To apply, we need two things from you:

1. A covering letter of approximately 500 words explaining why you are applying to be a Trustee at MEC.
2. Some 'Additional Information' including your name, pronouns, education, volunteering and/or employment history.

If possible, we ask applicants to provide all of this information using two forms we have created. These are in the recruitment pack that accompanied this document. Please get in touch if you don't have access to those forms for some reason. All documents are provided as Microsoft Word files but can be opened using free software such as LibreOffice. If you need assistance in completing the forms, need them in a different format or would like to provide your information in another way (for example an audio recording or video) please get in touch.

If you would like to discuss the Trustee role before applying, contact Phil Castang Phil.Castang@mec.org.UK

- Once you have completed your application, please send it to members@mec.org.uk
- The deadline for applications is 10 March 23.
- Interviews will take place week beginning 20 March

FAQs

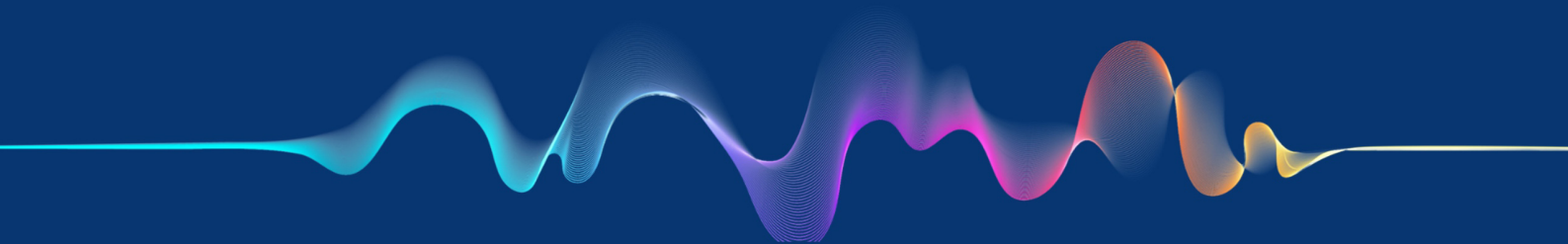
How will you avoid unconscious bias when shortlisting?

The shortlisting team will only have access to the text from your covering letter when shortlisting. They use this to shortlist because it doesn't contain your name, pronouns, education or employment history. This helps remove unconscious bias from our decision making.

I have caring responsibilities and/or personal circumstances that impact my availability. Can you be flexible?

Yes. We understand that people have personal lives and these can impact on their time and availability. We will always be as flexible as we can be to support Trustees to balance the role with their personal lives.

Will I have to attend the interview in person?



No, we will be holding interviews online using a video call service called Teams. If you would prefer to meet in person, or to use a different video call service that may be more accessible or familiar for you please get in touch to discuss options.

What can you do to make the interview process accessible?

If you are invited to interview, we will ask if you have any access requirements and will meet those as best we can. In addition, interview questions will be sent out a few days before the interview takes place. This is to give you time to consider the questions, carry out any research and give us your best answers possible. We are very happy for you to bring notes or make notes during the interview.

Please contact us if you would like to suggest any other ways we can help you to give your best in the interview.

There are gaps in my employment history due to childcare, ill health or another reason. Will this count against me?

No. We recognise people have complicated lives for all kinds of reasons.

I'm a student, or at an early stage of my career, is it worth me applying?

Yes, please apply. Expertise and experience come in many forms and from all kinds of experiences, settings and situations.



<https://www.musiceducationcouncil.org.uk>