

Candidate Pack *for the Chief Executive*



NYJO

Welcome

Dear Applicant

Thank you for your interest in becoming the next Chief Executive of the National Youth Jazz Orchestra (NYJO). Established in 1965, NYJO has been widening opportunities and nurturing ambition for young people nationwide for over half a century.

We're a vibrant organisation, committed to increasing opportunities for young people across the UK to participate in and enjoy jazz. We work with emerging professional jazz musicians to bridge the gap between formal education and the music profession. We coach aspiring teenagers, developing their musicianship and musical understanding. We work in partnership with schools and Music Education Hubs to widen access to the arts; and we introduce new communities to jazz.

For our young people and for the communities we support, our impact is game-changing. Our significant musical, artistic and cultural contribution is complemented by an increasingly important role in social justice, as we actively widen access to participatory arts. As we continue to grow, our vision for the future is bright: we want to serve an increasingly large number of young people, and for this to be across a far broader demographic. We have a compelling set of priorities now in place in NYJO that will help us do just that.

We appointed our first full-time Chief Executive, Susie York Skinner, three years ago and moved into our first permanent home. Under Susie's inspirational leadership, we have evolved in all respects: with a strong and well-functioning team in place, and an outstanding Board, this is the perfect time to join us and take our exciting vision forward, with individual achievement and inclusion truly at the heart of everything we do.

Our ambition is to deliver a pioneering programme with strong and sustainable impact locally and nationally. We want to provide life-changing opportunities for all, from those exploring their creativity and discovering their love of music for the first time to talented young musicians already on the path to success. Individual progress is prized above all else at NYJO and you will be engaging with our young people to understand what they value and what matters most to them.

We've entered our seventh decade with confidence and are looking for a gifted strategist with vision and entrepreneurial flair, able to engage donors and wider stakeholders' heart and soul in our mission. Already a talented and bold leader, you will be outward-looking and a fantastic champion for our brilliant organisation who appreciates the opportunities and challenges of leading a modern arts organisation in competitive times. Crucially, your emotional intelligence means you are someone well known for getting the best from a growing team, and who inspires confidence and loyalty from the get-go.

If you believe you have the skills, qualities and experience we are looking for, we very much look forward to hearing from you.

Projjol Banerjea
Interim Chair



I don't think I would be at music college without NYJO. That's what gave me the ensemble experience to play and interact with other musicians. It really helped me strengthen my skills. I think that's one of the things that got me here. (...) it also gave me confidence to perform. I got used to playing in front of people. It's given me confidence that I'm good at something.

Former Under 18s Participant

About us

NYJO exists to empower young jazz musicians through engaging participation projects and impactful live performance. Our Emerging Professionals programme provides opportunities for early career jazz musicians to perform an eclectic range of repertoire with world-class artists.

Our Learning programmes nurture young musicians through high quality workshops, courses and gigs. We value access, inclusivity and progress at all levels – and are seen to act with courage and respect by our students. We believe, too, in the power of musical participation as a tool for personal growth.

Our Vision

NYJO's vision is to share our love of jazz and improvised music widely by:

- Nurturing emerging professionals & younger musicians with high quality, accessible learning & performance opportunities;
- Valuing access, process & progress in everything that we do; harnessing the power of musical participation as a tool for personal growth;
- Entertaining audiences with exciting, relevant jazz performances;
- Enabling young people to enjoy their creativity and realise their musical ambitions;
- Working collaboratively to bring jazz communities together, in physical and digital spaces.

Our Values

Our Living Values, co-created with NYJO Under 18s are:

Respect, Creativity, Skills, Teamwork and Courage.



What We Do

Emerging Professionals

NYJO nurtures emerging professional artists with exciting performance projects and recording opportunities, and a range of professional coaching, from training as educators, to tuition in composition, arrangement, sound production and directing. Performance projects have included a once-in-a-lifetime collaboration with legendary Brazilian artist Hermeto Pascoal, a collaboration with Lisa Simone celebrating her mother's music, an exploration of Thelonious Monk's seminal 1959 At Town Hall with Tony Kofi and programmes of Dizzy Gillespie and Count Basie under Mark Armstrong. NYJO major tours include a celebration of Ray Charles' music with Tommy Blaize (one of the voices of BBC One's Strictly Come Dancing) and a new commission project with improviser, composer, pianist and all-round adventurer Nikki Yeoh.

Widening Access

Our national Learning programme is built around a series of Widening Access partnerships, delivering education initiatives that respond to partners' work and communities' needs. We deliver year round jazz education programmes in partnership with Music Education Hubs, schools & educators, working together to harness local knowledge, identify need, facilitate provision and ensure sustained impact. We have established partnerships in Cardiff & Rhondda Cynon Taf, Durham & Darlington, Humberside, Kent, Lancashire and Leicestershire, and are now developing new programmes in Bedfordshire and North Lincolnshire.

NYJO Network

Our Widening Access programme is underpinned, and its impact extended by, the NYJO Network, a community of educators, musicians and sector leaders collaborating to provide mutual support, professional development opportunities and sector-wide advocacy, for the benefit of the sector, its professionals and young people.

Supporting our national Learning programme, we have developed the NYJO Network both to offer lighter touch short programmes of Learning work outside our established partnerships and also to offer a supportive CPD network to educators nationwide, sharing learning and best practice throughout the sector.

NYJO Under 18s

NYJO Under 18s is a Saturday programme for talented young teenage jazz musicians, offering training, ensemble-playing, performance opportunities and jams to develop players' technique and creativity. We are here to develop skills and technique, foster musicianship and personal growth, and encourage fun! Many of our members have aspirations to play with NYJO's Emerging Professionals, but we're here to support individual learning and development regardless of their previous experience or ultimate ambitions.



A bright future...

We will continue growing the organisation to serve an increasingly large number and wide demographic of young people. We will diversify the kinds of ensembles that we nurture, widening our appeal to all kinds of artists and students. We will ensure that the skills that we teach are relevant to an evolving, ever fluid profession. We will listen to our beneficiaries to create work that responds to their passions and enthusiasms. We will collaborate with regional partners and educators, to ensure that we bring value to partnerships. And we will dedicate ourselves to becoming truly national, finally bringing an end to the postcode lottery that has long-existed in participatory arts, and specifically jazz.

Recent years have been difficult for the arts community. Our relentless determination to continue serving and supporting our beneficiaries during the pandemic demanded significant changes to activity. Our return to live performance and education work created a surge of activity in 2021, delivering our highest-ever levels of education, performance, commissioning and recording work. Whilst this was a wonderful return to 'business as normal', audiences for live performances returned slowly and our financial resources were sorely tested as a result. 2022 was therefore a complicated year for NYJO, but we are delighted that our future now looks far brighter: having received a legacy valued at over £1,000,000 last year, we have begun to invest in infrastructure and in an expendable endowment fund that is expected to sustain the charity for decades to come. Our Legacy Club has also been created to stimulate and inspire donor commitment to NYJO.

Our Strategic Ambitions

- To become known for creative jazz exploration projects that prioritise artistic ambition, an excellent learning experience, respect and inclusion.
- To deliver excellent, integrated projects in which performance and learning are valued equally.
- To establish NYJO as specialists in training young musicians to be talented, creative educators.
- To become a source of creative, adaptable, highly skilled jazz musicians & educators.
- To establish clear project management processes that will enable us to deliver ever-more demanding and exciting projects.
- To refresh NYJO's artistic profile, enabling us to attract exciting young and professional talent from across the jazz industry.

Want to see more?

You can visit our website at <https://nyjo.org.uk/> or see us in action at [Steam Down Holiday Project film](#) and [Cumbria Widening Access project film](#)



Woolwich Works and NYJO Woolwich

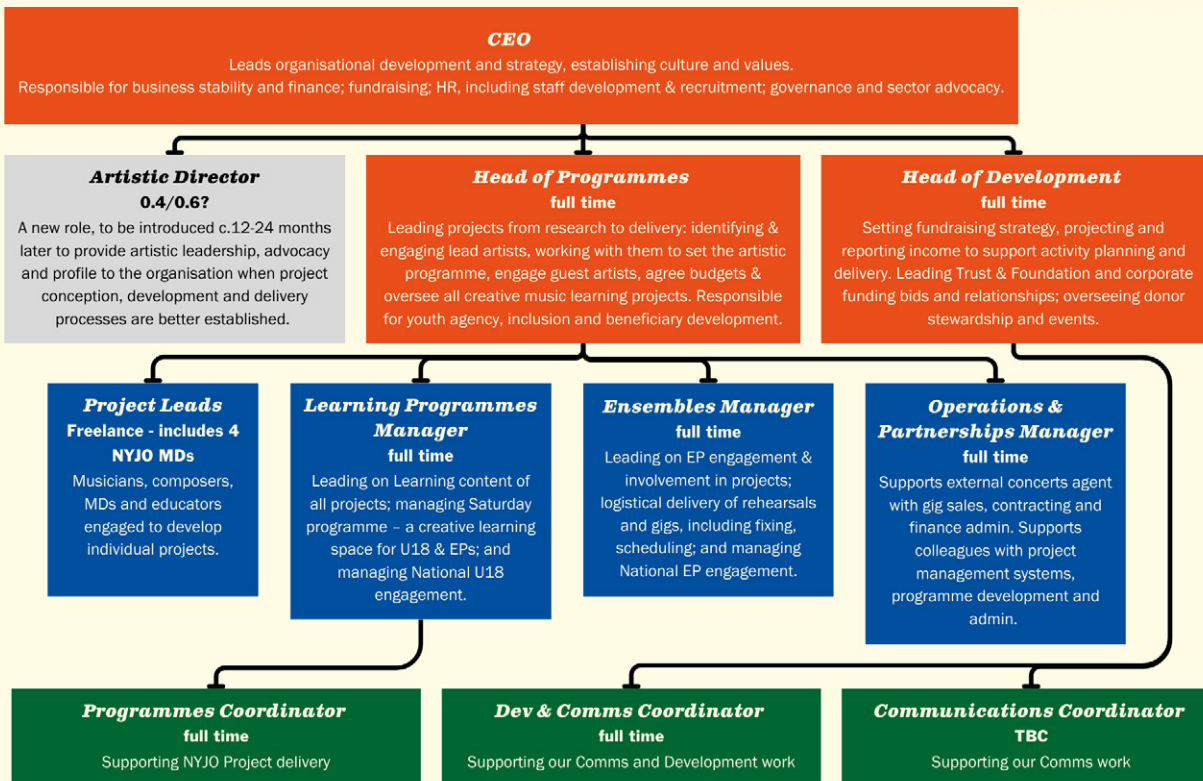
Woolwich Works is a new arts hub with a mission to foster hope and opportunity by enabling local people to realise their creative potential. Set in Woolwich's Royal Arsenal development in south-east London, the venue was established for the benefit of the local community. We're delighted to be a Resident Artistic Company in this historic Thames-side building, providing exciting and rewarding opportunities for the local community to explore and enjoy creativity in all its forms.

From our Woolwich Works home, we run several open-access programmes designed to engage the local community, often specifically targeting young people from disadvantaged backgrounds. These programmes include Sound Foundations, a beginners' brass course in local high schools where instruments are provided on a permanent basis, free of charge; an entry-level Creative Ensemble for students from the Sound Foundations project, and beyond; Holiday Projects; and a Community Choir run in partnership with Age UK.

You can discover more about our work with young people by visiting the following pages:

[Jennie's story](#), [Jess' story](#), [Anna's story](#).

How we are structured



Role Description

Job title: Chief Executive

Reports to: Chair of the Trustee Board

Direct reports: Head of Development, Head of Programmes

NYJO's CEO works closely with the full staff team and board of trustees, as well as engaging regularly with its musicians, Music Directors and guest artists. They are a central point of contact for all donors and supporters and hold key relationships with Arts Council England; sector colleagues and musicians; significant Trusts and Foundations; potential and existing corporate supporters; sector advocacy and membership bodies (e.g. Independent Society of Musicians, Jazz Promotion Network); jazz promoters; venues and education bodies; local and national government representatives.

NYJO's Chief Executive leads the charity's staff team and is responsible for determining and delivering the organisation's strategic growth and direction and financial sustainability.

Role purpose:

- To establish clear strategic direction that expands the charity's national reach, reputation and sector influence.
- To ensure the long-term sustainability of the charity's operations, through effective governance, sound financial control and excellent project delivery.
- To take overall responsibility for fundraising and sector advocacy, raising c.£550,000 per annum.
- To recruit and retain an excellent staff team, establishing the necessary organisational structure by which to deliver the charity's work.
- To promote a culture of mutual support, trust, commitment and professional behaviour amongst the charity's staff, freelance artists and beneficiaries.
- To understand, respond to and strengthen the charity's position in its sector, its responsibility to beneficiaries and opportunities for future growth and development.



Main responsibilities:

Strategy and Planning

- Provide the strategic leadership and vision required for NYJO's organisational reach, resources and impact to grow successfully.
- To implement and develop the existing business plan that represents the full breadth of the organisation's work, ambitions and achievements, and identifies areas for financially sustainable growth.
- Work with the Senior Leadership Team, board and key artists to agree and communicate publicly a clear artistic and educational strategy.
- Champion NYJO's commitment to inclusion, ensuring that diversity and representation are prioritised across all of our work and activity.
- Assess, maintain and develop the charity's role within both the jazz and arts education sectors.
- Oversee the delivery of programmes that are both operationally and artistically excellent, and which reflect NYJO's strategic mission, aims policies and objectives.
- Lead project evaluation, ensuring that all organisational output is informed by and upholds the organisation's values.

Leadership, Management and Culture

- Establish a strong, fair and inclusive organisational culture for all NYJO professionals and beneficiaries, in which everyone is valued and enabled to succeed.
- Provide strong, supportive and motivational day-to-day leadership, purpose and direction for the charity's staff.
- Promote diversity and equality of opportunity for all who engage with NYJO.
- Ensure that long-term strategies, business plans and budgets are in place to guide the organisation in the successful achievement of its objectives and work.
- Act as a figurehead and ambassador for the charity, promoting the charity nationally through relations with key stakeholders and active PR campaigns.
- Advocate for NYJO's work and successes within the jazz, arts and education sectors.
- Build excellent relationships with top-level promoters, venues and sector leaders, including a close working relationship with NYJO's home venue, Woolwich Works.
- Establish working practices and systems for the charity to deliver its work efficiently and cost-effectively, delivering an excellent service to beneficiaries and the sector whilst demonstrating efficacy and value-for-money to funders.
- Ensure that appropriate systems, infrastructure and resources (human, material and financial) are in place to maintain a consistent work culture and allow the organisation to operate as economically, efficiently and effectively as possible.
- Lead recruitment for all staff roles; oversee recruitment for all artistic roles.



- Ensure that all HR policies and procedures conform to legal requirements and best practice.
- Establish training and personal development for all staff, both individually and as a team, and lead a timely, effective programme of staff performance reviews.
- Be aware of and respond effectively to reputational challenges.
- Oversee the development and delivery of marketing strategies to promote the charity widely, raising brand awareness and profile.

Fundraising and Grant Management

- Lead the development, implementation and monitoring of fundraising targets, plans and initiatives, ensuring that income targets are met.
- Develop a strong and sustainable pipeline across multiple income streams, building excellent relationships with key donors and funders.
- Maintain a positive and creative working relationship with all funders, acting as the main point of contact for Arts Council of England, ensuring that NYJO's activities achieve any specific objectives set out in funding agreements.
- Ensure excellent donor stewardship, grant management and reporting, overseeing a programme of fundraising events across the year.

Finance, Governance and Compliance

- Establish excellent financial management, budgeting, reporting and risk management for the charity, setting the annual overheads and activity budgets for board approval.
- Monitor and control expenditure in line with the annual budget, including quarterly reporting of projections and actual expenditure, supporting staff to understand and correct budget fluctuations and ensuring that the Board of Trustees has a clear understanding of the current financial position at all times.
- Work with the charity's banking and accounting associates, managing cashflow and process financial transactions.
- Oversee the charity's investment policy and financial stewardship.
- Ensure timely and complete preparation of management reports, audited accounts and the Trustees' Annual Report.
- Liaise with the Chair to undertake regular reviews of performance against the agreed strategy.
- Develop strategy and policy proposals for board discussions and decisions.
- Implement appropriate systems to ensure compliance with the charity's financial, legal and regulatory commitments, particularly with regard to the Charity Commission and Companies House.

[During a period of illness]... I had no hope in myself as a musician or an artist, and I didn't see a future at all, let alone a future career. Playing with NYJO during this period gave me back my confidence in myself as a musician, and as a person too. NYJO really made me see value in myself, and the people who I have met and played with have made me so excited for my future career in music. The atmosphere is so supportive, and I have made life-long friends.

NYJO Emerging Professional

Person Specification

In your written application, please refer to the criteria set out in Part One; Parts Two and Three will be explored at interview stage with selected candidates.

Part One

Knowledge and experience

- Board level leadership and senior management experience, supported by a deep understanding of the music business, music education and routes into the profession.
- An understanding of and passion for jazz music, artists, venues and participation opportunities, with a working knowledge of music promoters, engagement procedures and contracting.
- Demonstrable track record of income generation from a variety of funding streams.
- Strong experience of strategic and operational leadership, including strategy-setting and turning strategic aims into tangible delivery plans.
- Experience of implementing strategic vision in a way that takes teams with you.
- Strong experience of reputation management across diverse audiences.
- Change management experience, with a successful personal track record of persuading, influencing and galvanising change.
- A knowledge of the legal, regulatory, social and ethical responsibilities and corporate governance involved in operating a successful charity.

Part Two

Skills and abilities

- Excellent communication, negotiation, diplomacy and advocacy skills with the personal presence to represent NYJO in public and win trust.
- Able to balance performance, values and results-oriented cultures.
- Able to manage organisational finance, financial planning, and budget management.
- Able to build productive, high value relationships and alliances with existing and potential funders, and to oversee funding applications including bid writing.
- Highly effective leadership skills with the ability to lead and develop a positive working culture and get the best from people.
- Strong business management skills including business and financial acumen.

Part Three

Styles and behaviours

- A jazz lover and passionate ambassador for the importance of increasing access to the arts and broadening opportunity for young people.
- Recognises the positive value of diversity and challenges discrimination of any kind. We actively encourage applications from all backgrounds and communities.
- Natural collaborator.
- Energetic and positive outlook.
- Innovative and forward-thinking with sharp risk antenna.
- Style that inspires and energises others, is a natural networker who builds confidence and trust, and is personally credible especially in the field of education.

I'm so proud and excited for us to be mentors to these girls and see them grow as musicians. To see the progress they have made already, not just on the saxophone but also in their confidence in the group, has been wonderful and quite an emotional thing!

NYJO Emerging Professional / Assistant Educator

Terms of appointment

Salary

Starting salary for this role is circa £70,000 per annum. Starting salary is dependent on experience.

Contract

The role is offered on a full-time permanent basis. We would be happy to consider applicants who are seeking to work part-time for four days per week, pro rata.

Location

The role is based at Woolwich Works, The Fireworks Factory, 11 no 1 Street, London SE18 6HD. Hybrid working is available subject to the practical leadership demands of the role, and the need to maintain both visibility and communication with a tight-knit team.

Annual Leave

NYJO offers all staff 25 days holiday plus Bank Holidays.



How to apply

We hope you will consider making an application to become our next Chief Executive. If you have any questions about the appointment and would find it helpful to have an informal conversation, please contact Hannah.Chapman@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/nyjo-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet Part One of the Person Specification.
- Please also tell us any dates when you would not be available to attend interview (see below).

We would also be very grateful if you could complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	28th June 2024
Preliminary interviews:	w/c 1st July and 8th July 2024
Stakeholder sessions:	w/c 22nd July 2024
Final Panel interviews:	w/c 29th July 2024

