



Trustee Recruitment Pack



Welcome!

Thank you for showing interest in becoming a Trustee of Richmond Music Trust. This information pack will provide background about our organisation and outline what becoming a Trustee might entail and what qualities, skills and experience you might bring. We're aiming to develop a Board of Trustees that represents the diverse background of our students (and their wide range of musical taste) so we welcome applications from all sectors of our community.

Further information is available on our [website](#) and details about how to apply are included at the end of this document. If you have any further queries or would like an informal chat about becoming a Trustee please do not hesitate to make contact.

We look forward to hearing from you!

Peter Willan
RMT Board Chair



About Richmond Music Trust

Richmond Music Trust (RMT) delivers a range of high-quality musical experiences for children and young people aged 5-18, including small group and individual instrumental tuition in schools and music centres, a wide range of weekly ensembles and weekend/holiday courses. We regularly organise hugely popular large-scale events and also work closely with schools to deliver the Wider Opportunities programme that provides whole-class instrumental teaching to 90% of Borough primary schools. Our team of 20 music therapists offer weekly sessions to over 200 children and adults with a wide range of needs, both in-house and on an outreach basis, in and around the London Borough of Richmond upon Thames.

Our Mission

We are dedicated to widening participation in music by offering access to excellence and to inspirational musical experiences in schools and the community.

Our Vision

To be a major provider and key contributor, transforming individuals and the community through:

- high quality music tuition
- exciting and innovative large-scale events and performances
- provision of and support for group work in choirs, bands, orchestras and chamber ensembles
- powerful and effective music therapy for children and adults
- comprehensive training and development

thereby utilising music as a vehicle to enrich and enhance the education, health and quality of life of RMT clientele.

Our Core Values

People: participation and collaboration

Provision: breadth, pursuit of excellence and creativity

Organisation: integrity and passion

Chief Executive: Caroline Peirson

Address: Richmond Music Trust, 7 Briar Road, Twickenham, TW2 6RB

Company no. 4218180

Charity no. 1090623

The National Plan for Music Education and Music Hubs

The refreshed National Plan for Music Education, [The power of music to change lives](#), sets out the previous government's vision to enable all children and young people in England to learn to sing, play an instrument and create music together, and have the opportunity to progress their musical interests and talents, including professionally.



The plan sets out how the vision will be achieved by 2030, including a re-structure by the DfE that reduces the number of Music Hubs in England from 116 to 43. On 1 September 2024, RMT became a founder member of Southwest London Music Ltd, the Hub Lead Organisation for the **Southwest London Music Hub**, alongside Croydon Music & Arts, Kingston Music Service, Hounslow Music Service, Merton Music Foundation, Sutton Music Trust and Wandsworth Music.

While remaining an independent charity and Company Limited by Guarantee, and the Lead Delivery Partner for the borough of Richmond, RMT now also works with these partners to shape music education across Southwest London.

Staffing structure

The Chief Executive is assisted by the Development Director, Development Manager (Vocal), and Head of Music Therapy. Together they co-ordinate the work of three administrative staff, seven Team Leaders, one Lead Teacher and specialist teams of Associate Teachers (approx. 80) and Music Therapists (approx. 20).



The Board

The RMT Board plays a pivotal, strategic role in defining the organisation's Mission and overseeing delivery of agreed aims and objectives, ensuring clear accountability, robust governance and compliance with Companies House and the Charities Commission requirements.

The role/responsibilities of RMT Trustees

Oversight & Support

- Ensure the organisation is operating effectively and efficiently and meeting its objectives
- Ensure a focus on quality, equality of access and value for money
- Offer diverse perspectives, constructive challenge and critical oversight

Strategy

- Work with the CEO and senior management to shape the organisation's strategy and priorities
- Review and scrutinise reports and data to monitor progress and guide improvements

Advocacy

- Proactively promote and advocate for the work of RMT to funders, communities and decision-makers
- Represent RMT at public events and use personal networks to enhance visibility and impact

Legal & Governance

- Ensure legal compliance and oversee risk management
- Support CEO with grievances/disputes etc. if needed
- Participate in leadership recruitment when required

Financial

- Monitor financial performance against agreed budgets
- Ensure effective management of resources to ensure long-term viability
- Monitor compliance with funder requirements

The Applicant

We are seeking a number of new Trustees with a relevant range of skills, experience and interests to join our existing members. We are interested in hearing from potential Trustees from differing backgrounds to help ensure the needs and views of our community are fully represented.

Qualities

RMT Trustees should be:

- strong believers in the power of music and music education to change lives.
- passionate about supporting young people and improving their outcomes.
- confident in networking, building partnerships and acting as an ambassador for RMT.
- able to devote the necessary time and effort to their duties as a Board member.
- able to collaborate constructively and use their knowledge and skills to support the board and team.
- able to think creatively and communicate clearly.
- dedicated to Equity, Diversity and Inclusion.
- committed to safeguarding children and vulnerable adults.

Expertise and experience

We are keen to receive applications from people with a broad range of skills, experience and interest. However, expertise/experience in the following areas would be of particular interest:

- Education, youth work, or SEND services
In particular, at least one trustee currently employed by a school, ideally in a senior leadership position and able to demonstrate their commitment to excellence in music within their school.
- Communication/Fundraising
A trustee with communications experience to help maintain RMT's profile within the community, or someone with expertise in fundraising and/or sponsorship to support in seeking new opportunities to raise funds for both existing and new provision.
- Music education and/or the music/arts/culture sector
- Finance/HR

Minimum commitment

Board membership is a responsibility that requires commitment and diligence. As a minimum, Board members are expected to agree to performing the following duties throughout their tenure:

- Attendance at full board meetings four times per year (February, April, July, November).
- Reading of agendas and papers sent out in advance of board meetings.
- Additional reading of documents and emails in between meetings as required.
- Attending events, gigs and concerts during the year.
- Champion RMT within own network, for purposes of visibility and fundraising, as appropriate.
- Support and share RMT social media campaigns.
- Potentially join a sub-committee which fits interests/skills.
- Willing to agree to serve a three-year term with the option of re-election.
- This is a voluntary role with travel and other reasonable expenses available if needed.

How to apply

We would like to hear about your motivation for applying and how your skills, knowledge and experience meet the requirements of the role of Board member, as set out above

Please submit:

- an up-to-date CV, and
- a supporting covering letter of no more than two sides of A4, or a video lasting no longer than 2 minutes.

Applications should be emailed to carolinepeirson@richmondmusictrust.org.uk

Deadline: We are always keen to hear from those interested in becoming a member of our Board. However, applications for this round of recruitment will close at 5pm on Monday 09.06.25.

Interviews: Shortlisted applicants will be invited to an informal interview with Trustees during the w/c 23.06.25.

The interviews will take place in person, or online via Zoom if necessary.

Meetings: Successful applicants will be invited to attend our July Board Meeting (Thursday 17.07.25).

RMT recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage Board member applications from people of all backgrounds. If you require any reasonable adaptations to the recruitment process and materials to support you during the application process, please email carolinepeirson@richmondmusictrust.org.uk