



Consultant Brief - February 2020

Background

Wiltshire Young Musicians became a charitable organisation in 1990 and was formerly the ensembles section of the Wiltshire Music Service. Since the cessation of the Music Service in 2015 we have been an independent organisation resident at, but not part of, Wiltshire Music Centre, supported by a grant aid from Wiltshire Music Connect (in its capacity as Wiltshire's Music Education Hub).

We provide ensemble opportunities and tuition to young musicians from Wiltshire and the surrounding areas. We currently have fourteen different groups operating across the West and North of the county and cater for all abilities from complete beginner to grade 8 and beyond.

Our rehearsals take place during term time at various venues across the county we currently have around 300 members. We provide a number of different opportunities for our groups to perform throughout each year.

Our charity operates with a corporate trustee (WYMT Ltd) and our board of directors acts on behalf of this trustee to manage the governance of the charity.

We believe that music is excellent for developing young minds and we hope that the opportunities we provide help to improve social skills and confidence as well as musical ability. The first Wiltshire Young Musicians group was formed 40 years ago and we continue to provide the same quality musical opportunities today. However, the tastes and trends of families and young people are changing and we need to adjust with these changes.

With costs rising and our funding decreasing we need to explore other ways of sustaining our operations in to the future. We are seeking to contract a consultant to help us develop a plan for the future financial and operational stability and growth of the organisation.

What we have done so far

- Engaged a Charity Consultant to advise us on the effectiveness of our current processes
- Reached out to local volunteer organisations to help increase numbers in and to strengthen our board of directors
- Increased income from hire of musical instruments
- Increased the price of our subscriptions by 4.5%
- Taken advice and received some direction from Wiltshire Music Connect in terms of future support

What we want to do next

We have identified the following areas for further development. However, this is not an exhaustive list and we're hoping to appoint a consultant who can identify new things that we haven't yet considered and draw them into a broader strategy.

Finances

- Identifying new and diverse sources of income inc. potentially reshaping our offer
- Review of existing costs including where potential savings could be made
- Exploring fundraising opportunities

Marketing

- Raising awareness of the organisation
- Expanding our visibility via social media

Operations

- Reviewing current processes and systems, e.g. banking, IT
- Explore how we can use the organisations existing assets (e.g. tutors, instruments) to expand what we offer

What you will do

Work with the Musical Director and Board of Directors to assess the current situation and develop a plan for sustainability. Tell us things we don't know and haven't yet 'seen' and make recommendations as to how Wiltshire Young Musicians might best secure its future financially and operationally.

Person Specification

- Experience working with small 'charitable' organisations on operation, financial planning including income generation
- Understanding of strategy
- Ability to support others in developing their thinking and planning
- Marketing and/or fundraising skills
- Understanding of Music Education and its contexts

To apply

We strongly advise potential applicants to contact us for an informal conversation before making an application. To request a conversation please email:

musicaldirector@wiltshireyoungmusicians.org.uk

Submit a proposal (maximum 4 sides A4) by **4pm on Friday 20th March** outlining:

- Your understanding of this brief
- Your suggested methodology
- An explanation of how you will present your findings / recommendations
- Your experience with examples of relevant work and measurable impact
- An explanation of who would do the work (if you are an organisation rather than an individual applicant)
- Your availability

Shortlisting will take place by Wednesday 25th March and shortlisted applicants will be invited to interview in Bradford on Avon during the week beginning **Monday 31st March** to present their proposal and answer questions.

Timescale

- Initial contract agreed April 2020 – ideally around 20 day's work. Exact timescale to be discussed on agreement.

Budget

- Approx. £5000 inc. VAT and expenses.