

27 May2022

Tironui Music Trust

Our Vision:

Enriching lives with the gift of music.

Our Mission:

To provide a fully funded and inspiring performance music programme to young New Zealanders with limited opportunity.

To foster diligence, nurture confidence, celebrate aspiration and achievement.

Together discovering the joy of music making with others.

Job Description: General Manager (0.6 FTE)

The candidate will have management experience and share the vision/mission of the Trust.

Purpose of position

Management and leadership of all the Trust's activities to deliver the vision/mission of the Trust in a manner that is consistent with the Board's Strategic Plan.

Principal General Manager responsibilities:

Management:

- ensure compliance with Trust policies and procedures
- develop and implement new policies as agreed with the Trust Board
- management of the Programme Manager
- inform the Chair regularly of internal organisation matters, including successes and problems

Administration:

- day to day administration of the Trust accounts and non-teaching operations
- provide administration support where required to the staff and tutors.
- provide administrative support to the Chair/Board
- coding and payment of accounts
- payment of wages and salaries
- banking
- Xero record keeping
- Police and other employment vetting and checks for new staff in association with the Programme Manager and in line with current government requirements
- staff and tutors records as required by law or partnering schools e.g. Covid vaccine certificates
- Instrument Register overview. Maintain a quality overview of the Instrument Asset Register (Instrument Inventory) generated and managed by the Resource Coordinator.
- make recommendations to the Board for any instrument or other capital purchases required.
- filing and maintenance of all key Trust records and documents

Financial:

- management and reporting of the Trust's financial affairs
- where required liaise with Accountant in the administration of the accounts(Xero) and the production of any financial reports required by the Chair
- provide Chair with financial reports for Board meetings including input where required from Accountant

- preparation of budgets in conjunction with Programme Manager
- preparation of applications for grants from funding organisations including the Puketiro Trust

Communication:

- represent the Trust in all major public interfaces
- participate in identifying and cultivating corporate, individual and foundation sponsors
- general correspondence
- ensure that regular newsletters are prepared and distributed.
- keep website up to date

Reporting:

- preparation of Charities Commission reports
- taxation in association with our accountant
- preparation of Annual Report

Other duties as required from time to time to support the effective running and success of the Trust programme.

Direct Reports:

Programme Manager

Working relationships:

- TMT Board
- TMT staff
- school principals and key school staff
- community contacts

External Relationships:

- accounting
- legal
- other music organisations
- performance venues

Key Competencies Required:

- ability and experience in managing people
- excellent organisational skills
- strategic thinking and planning
- problem solving
- high level of verbal and written communication
- high level of budget management
- ability to work independently and as part of a team
- competent user of MS Office suite
- Xero – accounting
- understanding of general legal issues

Other Requirements:

- must have full driver's license and access to own car
- ability to work flexible hours
- understands and values cultural diversity and equality

Other Advantageous Life Experiences:

- knowledge and experience of instrumental music and/or instrumental teaching
- enthusiasm for education, music and young people