

Vacancy: Minute Taker

Leicester-Shire Schools Music Service (LSMS) in conjunction with the Leicester-Shire Music and Cultural Trust (LMCT) are seeking to appoint an experienced minute taker to support the innovative and exciting work undertaken by both the Executive and Steering Groups of The Leicester-Shire Music Education Hub.

The appointee will be expected to possess the skills similar to those of a clerk to governors, with exceptional accuracy for minute taking and, if you have enthusiasm and enterprise and an interest in music and education, we would like to hear from you.

The Executive Group (approx. 8-10 members) meets up to ten times per annum (term time), during the working day at **various venues which are usually confirmed a few weeks prior to each meeting**. The meeting duration is approximately 2.5 hours. The group is formed of representatives of LSMS, LMEH (Leicester-Shire Music Education Hub) partners and schools, and provides advice on strategic planning and the delivery of major activity areas of LMEH. It meets to debate and advise on strategy, discuss and contribute to draft business planning including LMEH finances, monitor and challenge progress in all areas of activity, and to suggest innovative approaches.

The Steering Group (approx. 12-15 members) meet on three occasions per annum (term time) and meeting times vary but are currently usually either in the **afternoon or twilight** although could potentially also be held on a morning. The venue for each meeting **varies as above and is confirmed a few weeks prior to each meeting**. The duration of the meeting is approximately 2.5 hours. This larger group supports the work of the Executive. It enables more partners to take part in advising on the strategic and operational approaches of LMEH.

Payment will be made on a contract for services basis so you will need to be registered with HMRC as being self-employed. The rate of pay will be up to a maximum of £20 per hour up to a maximum of 6 hours per meeting - to include travel to and from the meeting (wherever the meeting is held), taking the minutes, transcribing the minutes and presenting them for approval to the Chair.

Duties / requirements:

- Be available to attend daytime and twilight meeting times
- Have access to a vehicle and be able to travel to and from meetings at various locations within Leicester City and County
- Taking accurate Minutes during both the Executive and Steering group meetings
- Typing up minutes from the meetings and forwarding them to the Chair and Music Service senior representative. May also include distribution of minutes to group members – at the request of the Chair of each group

If you are interested in this role, please send your expression of interest (Not a CV) in no more than 500 words, detailing your experience, skills and qualifications. Please also provide the contact details (name, postal and email address and telephone number) of two referees that are suitably qualified to reference your minute taking experience, to melanie.cahill@leics.gov.uk no later than 4pm on Thursday 22nd February 2018.

Successful candidates only will be notified and will be invited to attend the next Executive Meeting on Wednesday 28th February 2018 at County Hall, Leicester, to take minutes and for an interview. The meeting will start at 1:30pm and will end at 3:30pm. You will be notified of the interview time which will be either before or at the end of the meeting.

Further reading / information about the Leicester-Shire Schools Music Service and the Leicester-Shire Music Education Hub can be found on our website: www.leicestershiremusichub.org Our Business Plan for 2017– 2020 can be found on the following link: <http://leicestershiremusichub.org/uploads/lmeh-business-plan-2017-2020.pdf>