

EVERY DAY HARMONY

MUSIC THERAPY



Chief Executive Officer Information Pack

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Introduction

Dear Candidate

Thank you for your interest in Every Day Harmony and in becoming our next Chief Executive Officer.

Our organisation has grown significantly over recent years as a result of the very productive and impactful tenure of our current Chief Executive who is now retiring. We are now searching for a new leader to build on that success and take our organisation to the next stage.

As with many third sector organisations we are facing challenges and changes influenced by uncertainty in our political environment, strains on health sector funding and wider funding cuts across the charity sector. This is a situation that has to be navigated, but at the same time we are hugely positive and confident about the future opportunities for Every Day Harmony in the years ahead.

We are looking for a Chief Executive who is passionate about the services we provide, a forward thinker who can develop our existing services into the future, and with the drive, enthusiasm, and business acumen to take our organisation to the next level.

In return, the successful candidate will be supported by an excellent and highly professional staff team and a robust voluntary Board who are fully committed to working with their new Chief Executive to deliver Every Day Harmony's vision and strategy.

We are working with our recruitment partners Engage on this search and selection exercise, and they will be delighted to field any queries you might have in the first instance.

If this sounds like an exciting opportunity to you and you have the experience and skills that we need in our Chief Executive, we look forward to welcoming your application.

John McCart

Chair The logo for Every Day Harmony Music Therapy. It features the words "EVERY DAY HARMONY" in a bold, black, sans-serif font, stacked vertically. To the right of "HARMONY" is a stylized black musical note. Below the main text, the words "MUSIC THERAPY" are written in a smaller, red, sans-serif font.

Who we are

Established in 1990, the NI Music Therapy Trust has helped thousands of people, from children with depression to people who are terminally ill. In 2015, the organisation chose to reinvent its image to reflect its therapists' skills, enthusiasm and excitement and 'Every Day Harmony' was born. Since then it has grown to be an organisation with 14 core staff, a wide team of supporters, and generates nearly £500k in turnover every year from the sale of its services



The organisation is passionate about, and committed to supporting, people who find communication and interaction difficult. This may be for a defined period in someone's life or as the result of a lifelong condition. We believe that because music is a fundamental part of being human, it crosses all barriers. Year after year and person after person, Every Day Harmony has seen the evidence of that over the years.

What we do

Music Therapy helps people whose lives have been affected by injury, illness or disability by supporting their psychological, emotional, physical, communicative and social needs.

Music Therapy does not depend on the ability to sing, play an instrument or even speak, it is a particularly effective clinical intervention for people who have difficulty communicating verbally. It is an effective intervention for individuals with



- Learning disabilities
- Autistic Spectrum disorder
- Physical disabilities including neurological problems
- Development delay
- Mental health problems including psychological trauma and stress
- Brain Injury
- Dementia
- Emotional / behavioural difficulties
- Palliative care



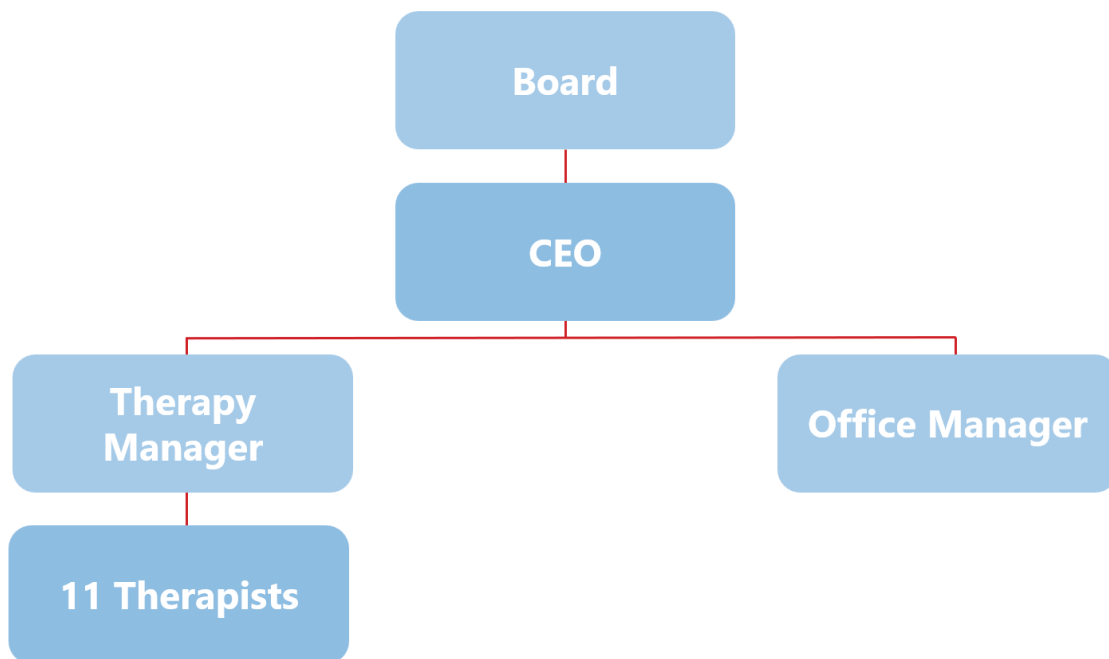
Our music therapists are highly trained professionals who are qualified to Masters level and are regulated by HCPC. They are skilled, enthusiastic and excited about what they do – they provide a clinical music therapy service to individuals from all backgrounds, who have a wide variety of different abilities Through music therapy, the

therapists can establish relationships with our service users to allow them to communicate their thoughts and feelings in a way they have not been able to do so previously. Our therapists understand that no one situation is the same as the next, and they have the ability to adopt their styles and models of delivery to the needs of their clients.

We work in partnership with nearly 50 organisations to bring music therapy to as many individuals who could benefit from it as possible. Those organisations include specialist agencies, statutory bodies including the five Health and Social Care Trusts, Prison Services and Special Schools.

How we're organised

Every Day Harmony employs approximately 14 permanent and temporary staff based at its Head Office in Carryduff.



Meet the Board

The organisation is governed by a voluntary Board of Governors whose role it is to ensure appropriate governance and to hold the Chief Executive Officer to account for the delivery of Every Day Harmony's strategic objectives and associated corporate plans.



John McCart
Chair

John has extensive experience as a senior manager in Health & Social Care. His areas of expertise include, Governance, Financial Control, Service Planning & Development and Multi Agency Working. John was a Professional Social Worker and Associate Director of Social Work in Belfast Health Trust. He holds a MSc Social Science and Diploma in Welfare Law. John has had an interest in and contact with Every Day Harmony since its inception. While working for Belfast Health Trust he gave the Charity its first contract to work in Learning Disability Day Services. John joined the Charity Board in 2012 and became Chair in 2014. He has an interest in all things musical and is involved with the Cathedral Quarter Arts Festival and the Real Music Club. He is also attempting to learn to play Alto Saxophone, which, he says, is an enormous challenge.



Patricia O'Callaghan
Vice Chair

Patricia is a registered children's nurse and general nurse and has worked as a senior manager for many years in the health care sector. At the time of her retirement she was Head of Children's Services at the Northern Ireland Children's Hospice. There she saw the added value of music therapy which was provided to the children and young people and ten years ago was delighted to be invited to join the Board of Every Day Harmony knowing first-hand what a difference this therapy can make. She is committed to the further development of Every Day Harmony and to finding new and innovative ways to deliver this very important clinical intervention to potential clients all over Northern Ireland.



Gerard McCann

Gerry's background is in public broadcasting and he spent 40 years working for the Irish National Broadcaster Radio Telefis Eireann (RTE). Since his retirement, he has continued to work as a consultant on major events for BBC/RTE. Gerry's expertise is in resource managing for News and Current Affairs, PR and IT. He has an adult child who is on the spectrum and has SLD. He is a member of several charities involved in caring for people on the autism spectrum.



Rachel Reid

Rachel has worked in Human Resources for 20 years in a variety of industries and public sector roles. Her interests in Every Day Harmony started in 2017 after she had experience first hand through friends, of the valuable impact music therapy can have for children of varying needs. Every Day Harmony happened to be looking for a Board member with an HR skill set and Rachel was happy to help out and formally joined the Board in 2018. Rachel is very proud to be working with Every Day Harmony and to support the important roles of our music therapists as they deliver services to a wide array of clients with multiple needs from all sections of the community. Rachel's areas of expertise include Human Resource Management, public sector and business management.



**Michael
Nicolson**

Michael has worked as a Doctor in the NHS for over 30 years. He has worked in both Northern Ireland and Merseyside, England, as a Consultant Psychiatrist. Prior to working in Psychiatry, he trained as a General Practitioner in Scotland. Throughout the course of his career, Michael has seen the benefits of Music Therapy in people recovering from mental illness in both hospital and community settings such as Care Homes and Day Centres. He has also seen the benefits of Music Therapy through his wide experience in working with people who have physical and intellectual disabilities. Michael has a life-long passion for music. He has sung Tenor parts in the Belfast Philharmonic Society Choir and the Royal Liverpool Philharmonic Choir. His main musical passion however is playing keyboards in the County Armagh-based PM Big Band, which he has done for almost twenty years. He is very honoured to have the opportunity to work with Every Day Harmony and is keen to use his knowledge and experience to further the organisation's positive impact throughout Northern Ireland.



Fiona Cassidy

Fiona was a solicitor in private practice for many years. She was a Senior Partner in Jones Cassidy Brett and latterly a consultant with Lewis Silkin solicitors. She has extensive experience of employment, discrimination, public administration and human rights law. She also acted for a number of charitable bodies over the years and has a knowledge and experience of charity law. Fiona also has a love of music and "attempts to play" the piano and violin. She also sang in the Law Society choir for some years. Fiona joined the Board in 2022 and finds it an absolute privilege to work with the dedicated team in Every Day Harmony.

Our Strategy

OUR VISION

To see every child, young person and adult in Northern Ireland receive the level of music therapy service that meets their need.

OUR OBJECTIVES

- To promote understanding amongst the public and health care professionals about the nature and potential of Music Therapy as a treatment for people with varying abilities.
- To establish and manage a Music Therapy comprehensive regional service throughout Northern Ireland.
- To provide an education and information service.
- To act as a resource for research into all aspects of music therapy.

OUR CORE VALUES

The services and support offered by Every Day Harmony provide to the community, will be underpinned by what we believe in:

Our organisation's values:

- Excellence in service provision
- Accessible to all
- Open & Transparent
- Based on Evidence

Our therapist's values:

- Determination in making an IMPACT
- A PERSON-CENTERED ethos
- Working together as a TEAM

Financials

Here is a snapshot of our latest published financial accounts at March 2023. You can click on the links below to access the last three years full annual reports.

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Income (note 3)				
Donations and grants	1,274	72,899	74,173	84,064
Charitable activities	414,025	-	414,025	346,813
Investment income	-	-	-	161
Total income	415,299	72,899	488,198	431,038
Expenditure (note 4)				
Charitable activities	384,780	62,314	447,094	353,977
Total expenditure	384,780	62,314	447,094	353,977
Net surplus for the year	30,519	10,585	41,104	77,061
Balances brought forward at 1 April	383,504	38,556	422,060	344,999
Balances carried forward at 31 March	414,023	49,141	463,164	422,060

	Notes	31.3.23 £	31.3.22 £
FIXED ASSETS			
Tangible assets	9	10,594	11,122
CURRENT ASSETS			
Debtors	10	99,179	75,634
Cash at bank and in hand		407,124	422,201
		506,303	497,835
CREDITORS			
Amounts falling due within one year	11	53,733	86,897
NET CURRENT ASSETS		452,570	410,938
TOTAL ASSETS LESS CURRENT LIABILITIES		463,164	422,060
RESERVES			
Restricted funds	12	49,141	38,556
Unrestricted funds	12	414,023	383,504
		463,164	422,060

[Annual Accounts March 2023](#)

[Annual Accounts March 2022](#)

[Annual Accounts March 2021](#)

Job Description

Job Title:	Chief Executive Officer
Responsible to:	Chair on behalf of the Board
Location:	Carryduff Office
Salary:	£50k -£55k depending on experience plus 6% employer pension contribution and private healthcare scheme
Contract type:	Full time and permanent.
Working Hours:	Core contracted hours are expected to be full time or 37 per week from Monday to Friday. The organisation will also consider applications from candidates wishing to work a minimum of 30 hours per week.
Annual Leave:	Commencing at 25 days initially, rising to 30 days after 5 years, plus 12 recognised statutory holidays.

ROLE PURPOSE

Reporting to the Chair the CEO will provide leadership and direction for the staff team, working with the Board to constantly develop and enhance the long-term growth and financial sustainability of the organisation. With a focus on service excellence, the person will have outstanding leadership skills and the ability to inspire, strategically lead, and motivate a team. They will be able to demonstrate dynamic and articulate leadership with a strong commitment to the values and ethos of the organisation. They will be experienced in researching potential government, regional and local funding streams and identify application enterprise activities and develop funding bids to ensure the financial sustainability of the organisation.

MAIN ACCOUNTABILITIES

Providing Direction

1. To ensure that the Board and its committees are effectively serviced and provided with strategic analysis, plans, policy proposals, financial, performance and other information as required to monitor and control all business activities.
2. To prepare, and regularly review EDH's Business Plans as the framework for the achievement of the organisation's strategic and operational objectives.

Achieving Results

3. To deliver and develop services in line with business plans, performance targets and budgetary parameters.
4. To closely monitor EDH's operational and financial performance and take action, as appropriate, when necessary.
5. To identify, follow up and secure new business opportunities to support organisational growth and the achievement of strategic objectives.

Systems and Statutory Compliance

6. To ensure that EDH meets all of its legal, statutory and regulatory requirements in all aspects and specifically the management of any new and existing contracts.
7. To ensure that EDH has appropriate resources in place to meet its strategic objectives.
8. To ensure that EDH has appropriate systems in place to ensure internal control and performance reporting and manage risk effectively.
9. To ensure the continued financial stability and viability of the organisation.
10. To maintain overall responsibility for ensuring compliance with health and safety requirements in relation to service users, staff and all other stakeholders.

Continuous Improvement and Change

11. To be a champion of continuous improvement and create an environment where innovative thinking is encouraged and leads to demonstrative positive outcomes.
12. To regularly review the organisational structure so that it meets the requirements of service users and other stakeholders.
13. To actively explore and seek new opportunities to develop EDH's services.
14. To keep abreast of developments in legislation and good practice in relation to therapeutic care services and to ensure that EDH's policies and practices are updated accordingly.

Developing Positive Relationships

15. To represent EDH at external events including Health and Social Care and other appropriate Statutory and voluntary forums.
16. To promote a positive image of EDH through the development and maintenance of excellent professional working relationships with clients and service users, partners, colleagues and key stakeholders.
17. To engage in debate as a leading authority in the therapeutic care sector.

18. To be regarded internally and externally as a figurehead and ambassador for the organisation, playing a lead role in marketing its services.
19. To ensure EDH's clients and service users have an opportunity to voice their needs and requirements and for this to influence the future strategy of the organisation.

Managing Self and Others

20. To promote a positive working culture where everyone is respected.
21. To be a visible, effective leader who is respected at all levels.
22. To act as a mentor and coach to staff and to encourage the same of managers throughout the organisation.
23. To manage personal professional development utilising available learning resources and other opportunities and to ensure the same of staff.
24. To be proficient in managing Human Resources issues.
25. To carry out any other task or responsibility as directed by the Chair and the Board that is commensurate with the status and scope of the role and within the expected capabilities of the post-holder.

Please note this job description is provided for illustrative purposes only. The successful candidate will be required to carry out any other reasonable duties as required by the post and as directed by EDH's Board of Directors.



Person Specification

Essential Criteria

- Hold a third level qualification in a Business-related subject or have equivalent job-related experience.
- A minimum of three years' experience gained in the last 10 years at a senior management level in a service-focused organisation.
- Financial Management experience to include generating income from social enterprise activities and managing budgets and resources within a range of c£500,000.
- A proven track record of identifying, negotiating and securing funding for service delivery using e-tenders and online application processes.
- First class leadership skills and demonstrable experience of inspiring and motivating a team of at least 12 staff to achieve excellent results.
- Knowledge of the key strategic issues in the context of the health and social care, criminal justice and education sectors, and changes to the Northern Ireland operating environment.
- Strong strategic planning, prioritisation and execution skills with the proven ability to manage multiple objectives and competing demands and monitor progress and impact.
- Exceptional written and verbal communication skills, with the ability to distil complex ideas and evidence in ways that inspire and engage a diverse range of audiences. Highly self-motivated, creative, and determined with the ability to take the initiative and problem solve effectively.
- Previous experience of working with and servicing the requirements of a Board and Sub-Committees to achieve effective results.
- Successful track record of effective partnership working and networking at the highest levels with key stakeholders including Government departments, service providers and other bodies or groups.
- Successful track record of developing and delivering effective Marketing and Business Development plans.
- Excellent communication skills, and an approachable personality demonstrating an understanding of the needs of service users.
- A current valid driving licence and use of a car or access to another means of transport that enable the post holder to carry out the full duties and responsibilities of the post.

Desirable Criteria

- Experience of utilising IT services to support business development.
- A proven track record in developing new services and projects.
- Experience of the effective scheduling of a team of staff to deliver a regional service in over 50 venues every week.

How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Wednesday 28 August 2024**. Applications should be made by email to: **apply@engageexec.co.uk**

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Supplementary Questions Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application, or during interview.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Every Day Harmony is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

By submitting an application for this position you are consenting for your personal information to be processed and used for the duration of this recruitment campaign.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Wednesday 28 August 2024

First Interviews

Tuesday 3 September 2024

Second Interviews (may include a seen or unseen task)

Tuesday 10 September 2024

Final Interviews (if required)

Friday 27 September 2024



Please address any enquiries relating to the advertised position, and your submission, to Every Day Harmony's recruitment partners:

Patrick Minne

ENGAGE
EXECUTIVE TALENT

Tel: 07792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Every Day Harmony
Unit 4 McKibbin House
Eastbank Road
Carryduff BT8 8BD

Tel: 028 9081 4417
Email: info@everydayharmony.org

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