



SoundWaves



Sound Waves: Executive Director

Sound Waves is looking to appoint an Executive Director in a new role for the organisation

About Sound Waves

Sound Waves is a charity based on the Isle of Mull, which exists to deliver music projects on the island. Our charitable purposes are to:

- **Advance education in music**
Mainly instrumental, for all age groups from pre-school children to post-graduates.
- **Encourage live music**
In performances to audiences in a range of venues.
- **Develop musical talent**
Provide emerging professional musicians with opportunities to develop their musical talent.

The main strands of our activities are:

Mendelssohn on Mull

Our annual residency when our Artistic Directors, the Maxwell Quartet, invite eight young artists on the brink of a professional career for an immersive week of rehearsals and performances on the inspiring Isle of Mull.

Mull Music Makers

Mull Music Makers, run by Project Manager Laura Mandleberg, offers young people on the island of Mull the opportunity to learn the violin and develop their general musicianship. Weekend workshops, held monthly during term time are led by the celebrated Scottish musician and educator, Patsy Reid.

The team of regular and guest tutors come from the mainland to teach and encourage the young players. Between workshops there are online lessons and videos to help the music makers practise the learning from the weekends.

About the organisation

Sound Waves is a registered Scottish Charitable Incorporated Organisation (SCIO), governed by its Board of Trustees. The Trustees are responsible for the overall leadership, strategic direction, and good governance of the charity. They oversee finances, staffing, and contracts, ensuring the organisation is managed in line with its charitable objectives.

Day-to-day operations are delivered by a small, dedicated team working to make our two main projects happen, and we have a team of freelance tutors who deliver monthly workshop weekends. The rhythm of the year is shaped by our activity: with the two projects varying: Mull Music Makers operates year round, whilst the focus of Mendelssohn on Mull, led by our Artistic Directors, is currently the annual week of coaching and performances in September.

We operate flexibly, with no fixed office, and place high value on teamwork, collaboration, and wellbeing. Our core team works closely with volunteers, artists, and contractors, and while each person has clear responsibilities, we support one another at busy times. We strive to maintain an open, inclusive, and supportive working culture where creativity and communication thrive.

Our income comes from a mix of public funding, trusts and foundations, individual donors, and earned income.

Terms and Conditions

Job Title	Executive Director
Reports to	Board of Trustees
Contract type	Part-time employed.
Probation period	Three months
Notice period	Two months for both employer and employee
Hours	We are open to this being a two or three day per week appointment for the right candidate (0.4-0.6 FTE)
Salary	£40,000 FTE (£16,000-£24,000 pro rata)
Closing date	Friday 9 January 2026 at 5pm
Interviews	<p>Stage 1: week beginning 19 January 2026, online</p> <p>Stage 2: week beginning 2 February 2026 on the Isle of Mull (expenses will be covered)</p>
Location	The successful applicant would work from their own base.

Duties and Responsibilities

We deliver inspiring, high-quality musical experiences through two flagship projects, **Mendelssohn on Mull** and **Mull Music Makers**.

The Executive Director will provide both strategic and hands-on leadership for Sound Waves. This new role is an excellent opportunity both for someone with experience at this level of role, or for an ambitious cultural manager to step into their first Executive Director position, supported by an experienced Board, building on strong experience in fundraising, project delivery, and organisational management.

The post-holder will work across all aspects of the charity's activity, from high-level planning and advocacy to day-to-day operations.

The anticipated scope and tasks of this new role are outlined below, but in the first 12 months, as priorities, the Board would anticipate the new Executive Director would refresh the organisation's fundraising strategy to diversify and stabilise income, and work with Trustees to create a new Business Plan.

The Board is committed to ensuring the scope of the role remains appropriate to the agreed hours

Key Responsibilities

Leadership and Strategy

- Work with the Board to shape and implement strategic and business plans.
- Provide leadership across the organisation, to deliver Sound Waves' mission and values.
- Support the Artistic Directors and Project Manager in developing and delivering high-quality programmes.
- Represent Sound Waves at local, regional and national levels.

Fundraising and Income Generation

- As part of wider business planning, create a fundraising strategy for the organisation.
- Lead on fundraising activity, writing applications, and securing support from trusts and foundations, public funders, individuals and businesses.
- Cultivate strong relationships with donors, funders and stakeholders.

Finance and Governance

- Oversee financial management with the support of the Finance Assistant and Treasurer.
- Prepare budgets, management accounts and financial reports.
- With the Board, ensure compliance with legal, regulatory and governance requirements as a SCIO

Marketing and Communications

- Oversee marketing and communications for Sound Waves, including through newsletters, press releases, the website, and social media activity.

People Management

- Line manage a small team of employees and freelancers, ensuring clarity of roles, objectives and support.
- Contribute to a positive and collaborative working culture.
- Coordinate logistics for Mendelssohn on Mull, including travel, accommodation, venues, and communications with participants and artists, working with the Coordinator.
- Work with the Project Manager to deliver Mull Music Makers
- Ensure timely and professional delivery of events, attending in person where required.

General Administration

- Handle general enquiries and liaise with participants, artists, and audiences.
- Support Board meetings, preparing reports and papers as required.
- Maintain good communication across all parts of the organisation.
- Keep accurate records of time and leave to aid work planning and transparency.

Organisational Development

- Strengthen organisational systems, policies and procedures.
- Develop new partnerships and, where capacity allows, contribute to the development of new projects at local, regional and national levels.

Person Specification

Essential

- Strong management experience in the arts, cultural or charity sector.
- Demonstrable success in fundraising from a variety of sources.
- Experience of financial planning, budgeting and reporting.
- Track record of leading teams, whether staff, volunteers or freelancers.
- Excellent organisational and project management skills.
- Strong communication and relationship-building skills with a wide range of stakeholders.
- Knowledge of charity governance and compliance.
- Commitment to equality, diversity, inclusion and community engagement.
- Ability to work flexibly, including regular time spent on Mull.

Desirable

- Experience working in or with small organisations where adaptability and hands-on working are essential.
- Knowledge of Scotland's arts and funding landscape.
- Experience in music education and/or music performance delivery.
- Understanding of rural and island contexts.
- Experience supporting or working with Boards of Trustees.

How to Apply

Whilst this job is remote and we welcome applications from anyone based in the UK, we would particularly encourage those with a connection to Mull or the wider area to apply.

We would warmly welcome and encourage applications from those protected under the 2010 Equalities Act due to age, gender reassignment, marriage and civil partnership, disability, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Those with caring responsibilities and on low incomes are encouraged to apply, and we will work to make provision where possible. We will accept applications in any preferred format (including audio or video), and meet any interview expenses.

If you are interested and have any questions, please contact the Board Chair on chair@soundwavesscio.org.uk

To apply, please send a current CV and a covering letter detailing your interest in the role (no more than two sides of A4) to chair@soundwavesscio.org.uk

Applications from interested individuals should be received by 5pm on **Friday 9 January 2026**. Stage 1 Interviews will be held online from the week beginning 19 January 2026, with possible Stage 2 Interviews held on the Isle of Mull the week beginning 2 February 2026.

There may be some flexibility with Stage 2 interviews depending on candidates' prior commitments. Reasonable expenses to the Isle of Mull, including overnight accommodation if required will be covered.

Any access requirements for interviews will be met.

Artistic Directors

Maxwell Quartet

Executive Director

Vacant

Project Manager

Laura Mandleberg

Board of Trustees

Christine Anderson

Jane Burnside

Tom Forrest

Jennifer Henderson

Adrian Lear

Jamie Munn (Chair)

Helen Murray

Sound Waves

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