

# AUDIOACTIVE

## CHIEF EXECUTIVE OFFICER

RECRUITMENT PACK | MAY 2026



**Charity People**  
PERMANENT AND TEMPORARY

Certified



Corporation



# ABOUT AUDIOACTIVE

**AUDIOACTIVE IS A NON-PROFIT ORGANISATION THAT CREATES SOCIAL CHANGE THROUGH MUSIC AND DEVELOPS EMERGING TALENT.**

AudioActive provides free open-access sessions, workshops and opportunities that empower young people in Sussex to explore their talent, find their voice and shape their futures. Whether it's emerging rappers, producers, or vocalists; AudioActive nurtures raw potential, providing young people with the tools to turn passion into purpose. From grassroots sessions to talent development, AudioActive is where music meets social impact. We are restless, unafraid and excited about what we do.

After over 20 years and having achieved national and international recognition for our work, we were awarded National Portfolio Organisation status by Arts Council England in April 2023. Over the last 6 years, our turnover and public benefit has grown considerably and our core infrastructure and governance has developed in line with this growth.

With our roots firmly in the Black and underground music scenes, we're proud to have been involved in and nurtured the journeys of some of the brightest talents to emerge in the UK music scene in recent years. AudioActive alumni have won considerable acclaim over the years, including BBC Sound of 2019, BBC Sound

of 2020 and various BRIT Awards. We're incredibly proud to have also been endorsed by luminaries such as Ezra Collective and Rizzle Kicks at major music industry award ceremonies.

## **THE OPPORTUNITY: TO CREATE SOCIAL CHANGE THROUGH MUSIC**

This is a rare opportunity to lead a pioneering, values-led organisation with a strong reputation, a talented team and deep roots in the communities we serve. In addition to nurturing the next generation of artists we believe music can transform confidence, identity, belonging and opportunity. Music offers a mirror in which young people can see themselves differently: as capable, creative, worthy of attention and worthy of a future.

AudioActive is entering an important new phase. Following a period of significant growth, the organisation is now moving into a carefully managed period of consolidation, renewal and preparation for future regrowth. While financially stable in the short term, this next stage will involve a reduction in income and scale following the conclusion of a major research grant.



# VISION & MISSION

## VISION

Better futures through and for music

## MISSION

For young people and emerging artists of all backgrounds to fulfil their potential, through:

### Music for Social Change

Offering innovative, accessible interventions that use music to support Young People & communities to tackle and overcome difficult challenges in their lives.

### Grass Roots Talent Development

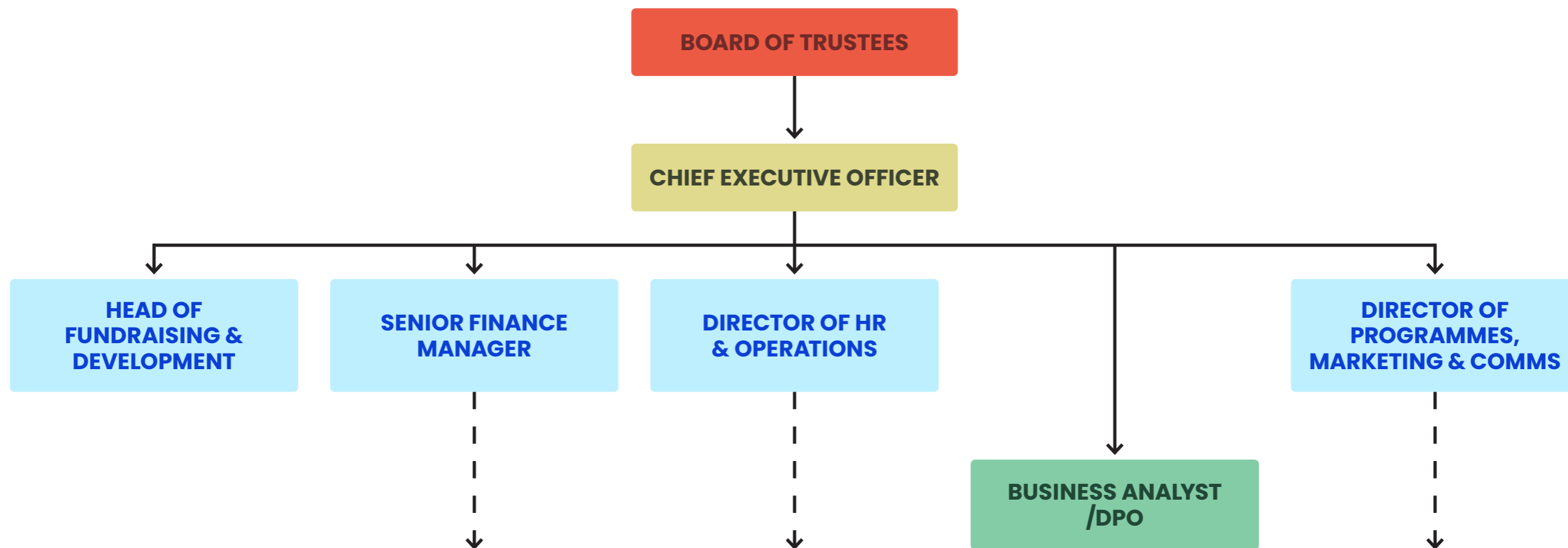
Providing free access to projects, resources and support at different levels to enable Young People of all backgrounds to discover and nurture their talents.

### A Fairer, More Inclusive Industry & World of Work

Providing further career and professional development opportunities beyond our social innovation and grassroots talent development programmes.



# OUR STRUCTURE\*



*\*This is the organisation structure as it stands, this may be subject to change dependent on recruitment activity.*





# CONTEXT

AudioActive has grown steadily in recent years to an organisation with an annual turnover of over £1.3 million. We already have an established trusts and foundations income base and are now looking for someone who can build on that foundation while developing new revenue streams; particularly through tenders, commissions and business partnerships.

As our largest programme and grant - a full efficacy study supported by the Youth Endowment Fund - comes to an end later this year, we are entering a pivotal phase of our evolution and looking to use the evidence, learning and credibility that our research has generated to grow commissioned income through tenders and service delivery contracts, helping to diversify our income base.

## YOUR FIRST YEAR WILL LOOK LIKE

- Build trusted relationships with trustees, staff, young people, funders and partners
- Review the strategic landscape and sharpen priorities for the next phase of organisational development
- Strengthen income resilience and identify opportunities for partnership growth and profile-building
- Embed a clear, healthy and accountable leadership culture across the organisation
- Ensure strong oversight of safeguarding, risk, finance and operational performance



# WHO WE'RE LOOKING FOR

We are seeking a Chief Executive who can provide clarity, stability and confidence through this transition, while shaping the organisation's future direction. The successful candidate will combine strategic leadership with operational discipline, inspire and support the team, strengthen external relationships and ensure young people remain at the heart of decision-making.

We are looking for a leader who is brave, compassionate and comfortable in their own skin - someone who can hold vision and detail together and lead with clarity and integrity. You will be comfortable with both being yourself and with championing diversity and teamwork. Above all else we are looking for a leader who is deeply committed to our communities and the potential for social change.

## WHAT'S IMPORTANT TO US?

- We are committed to creativity and self-expression
- We approach people and situations with curiosity and without judgement
- We have the courage to be different, try new things and speak from the heart
- We create safe spaces rooted in community, connection and belonging
- We stand up for what we believe in



# JOB DESCRIPTION

## REPORTS TO:

Chair & board of Trustees

## CONTRACT & HOURS:

Permanent; Full-time, 5 days per week

## LOCATION:

Our main locations in Brighton and Worthing; occasional national travel

## DIRECT REPORTS:

Director of Operations & Communications, Head of Finance, Head of Fundraising & Development (recruiting), Business Analyst, external funding consultants

## SALARY:

£65,000 – plus 3% employer pension contribution

## PURPOSE OF THE ROLE

The Chief Executive is responsible for the overall leadership, direction and performance of AudioActive. Working closely with the Board of Trustees, the CEO will lead the organisation to deliver its mission, develop its strategy, strengthen long-term sustainability and extend its impact across Sussex and beyond.

The role combines strategic leadership, public advocacy, organisational development and hand-on management, financial stewardship and a clear commitment to safeguarding, inclusion and youth-centred practice.

## SUCCESS IN THE ROLE WILL LOOK LIKE

- A clear and compelling strategic direction, understood across the organisation
- Successful leadership through our transition, ACE NPO funding and future growth
- A healthy organisational culture that embraces accountability, moral clarity, equality, diversity and inclusion
- Youth voice encouraged, heard and represented
- An effective partnership with the Board
- Increased external credibility and influence with funders, commissioners and sector partners
- More diversified income
- Clear evidence of impact for young people and communities



# KEY RESPONSIBILITIES

## STRATEGIC LEADERSHIP

- Provide clear, ambitious and values-led leadership for AudioActive
- Lead the development and delivery of the charity's strategic direction, working with trustees, staff and young people
- Identify and respond to changes, risks and opportunities in the external environment
- Ensure AudioActive remains relevant, pioneering and impactful in how it serves young people and communities
- Balance artistic, social and organisational ambition with operational discipline and long-term sustainability

## PEOPLE & CULTURE

- Protect and nurture our values, leading by example
- Lead and model a culture that is inclusive, accountable, collaborative and brave
- Inspire and support the senior leadership team and wider staff group to perform at their best
- Ensure young people remain at the heart of the organisation's thinking, design and decision-making
- Promote equity, diversity and inclusion across the organisation's culture, practices, partnerships and programmes
- Build an environment in which creativity, learning, wellbeing and high standards can thrive

## SAFEGUARDING AND DUTY OF CARE

- Champion a strong reporting safeguarding culture across AudioActive and ensure safeguarding continues to be embedded in strategy, leadership and day-to-day practice

- Maintain appropriate executive oversight of safeguarding, including training, escalation and organisational assurance
- Promote environments in which young people, staff and freelancers feel safe, respected and able to raise concerns

## INCOME GENERATION AND SUSTAINABILITY

- Lead the organisation's income generation strategy, with a focus on long-term resilience and growth
- Secure and steward senior relationships with funders, donors, commissioners and strategic partners
- Support high-quality fundraising, business development and partnership development across the organisation
- Ensure the organisation has a robust financial model and a clear understanding of cost, impact and risk

## EXTERNAL PROFILE, INFLUENCE AND PARTNERSHIPS

- Act as a compelling ambassador and public voice for AudioActive at local, regional and national level
- Strengthen AudioActive's profile and influence across the youth, arts, music, education and social impact sectors
- Develop partnerships that extend reach, deepen impact and open up progression opportunities for young people

## GOVERNANCE AND BOARD RELATIONS

- Work in partnership with the Chair and Trustees to support governance best practice
- Ensure trustees receive accurate, timely and clear information to fulfil their responsibilities
- Work alongside the Board in setting strategy

- Managing the risk register, identifying and evaluating new risks, reporting performance
- Ensure AudioActive meets its legal, regulatory and constitutional responsibilities as a charity and employer

## OPERATIONAL, PEOPLE AND FINANCIAL LEADERSHIP

- Ensure the organisation is well managed and operationally effective
- Build-on our commitment to staff development and training
- Develop and nurture funding relationships to ensure financial sustainability
- Oversee our planning cycle, ensuring that budgeting, reporting and compliance follows best-practice and value-for-money principles
- Ensure that our funding contracts are managed in-line with funder's agreed performance metrics and reporting is adhered to
- Ensure appropriate systems, policies, controls and resources are in place to fulfill the business plan
- Lead the organisation through growth, change and complexity with clarity and confidence

## IMPACT, LEARNING AND QUALITY

- Ensure the organisation can clearly demonstrate the quality, reach and impact of its work
- Use insight, evidence and feedback to improve services, strengthen strategy and communicate value
- Promote a culture of reflection, learning and continuous improvement





# PERSON SPECIFICATION

## YOU ARE LIKELY TO BRING

- Senior leadership experience in a mission-led organisation
- An inclusive, values-led and emotionally intelligent leadership style
- Experience of business planning and developing longer-term strategy
- A track record of leading strategy, change and organisational development
- Strong external credibility and the ability to build relationships with funders, partners, commissioners and stakeholders
- Experience of fundraising, business development or securing major income
- Experience of P&L, budgeting, cashflow management and financial reporting
- Strong financial, governance and organisational judgement
- The opportunities and barriers facing young people, particularly in relation to creativity, identity, progression and access
- A strong commitment to safeguarding, equity and youth-centred practice

## ESSENTIAL SKILLS AND ABILITIES

- Strong judgement and decision-making
- Working with a collaborative mindset
- Excellent communication skills, including writing, public speaking and advocacy
- Ability to align external opportunities and our strategic goals through compelling cases for support
- Strong people leadership skills, including coaching, challenge, accountability and team development
- Digital literacy

## YOU MAY ALSO BRING

- Strong appreciation of Black music and youth culture
- Experience in one or more of the following sectors: music or arts, youth work, community development, education
- Experience of a safeguarding-first culture
- An understanding of the music industry and progression pathways for young people
- Experience of working in an organisation with both artistic and social outcomes
- Knowledge of Sussex, the South East or similar place-based partnership contexts



# SAFEGUARDING AND SAFER RECRUITMENT

Any offer of employment will be made subject to the receipt of satisfactory references and, where relevant, a Disclosure and Barring Service (DBS) check in line with our Safer Recruitment Policy.

AudioActive operates within robust safeguarding standards and procedures. We are fully committed to creating a safe environment for the children, young people and communities we work with. As such, we carry out comprehensive checks on all potential new staff to deter individuals with harmful intentions and reduce the likelihood of unsafe practice.

All staff who work directly with children, young people, or have access to confidential information will be required to complete an enhanced DBS check. In line with the Rehabilitation of Offenders Act 1974, applicants are required to disclose any unspent criminal convictions.

Certain roles, particularly those involving work with children and vulnerable people, are exempt from the Act and may require disclosure of all convictions, including those that are spent. This will be clearly outlined in the recruitment materials for such roles.

We are committed to ensuring that any disclosure is handled in a confidential and proportionate manner and we recognise that a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the role and the circumstances and the background of the offence(s). If you have any concerns or questions about this process, we encourage you to contact us for an informal conversation before applying.

We operate within an anti-slavery and human trafficking policy.

## INCLUSIVE RECRUITMENT & REASONABLE ADJUSTMENTS

AudioActive is committed to creating an inclusive and supportive workplace where everyone feels valued, respected and able to thrive. We actively welcome applications from people of all backgrounds, particularly those who are underrepresented in the creative, cultural and charity sectors.

We are committed to ensuring our recruitment process is accessible and inclusive for all candidates. If you are disabled, neurodivergent, or have a long-term health condition and require

any reasonable adjustments at any stage of the application or interview process, we encourage you to let us know.

At AudioActive, we believe that diversity of experience, identity and perspective strengthens our organisation and the communities we work with. We are dedicated to fostering a culture of equity, inclusion and belonging for all staff, freelancers, participants and partners.



# HOW TO APPLY

Charity People Ltd is acting as a recruitment agency advisor to AudioActive on this appointment. Interested candidates are invited to submit a CV and a supporting statement answering the questions below to [seniorappointments@charitypeople.co.uk](mailto:seniorappointments@charitypeople.co.uk).

1. This role involves leading through a period of organisational contraction followed by future growth. Can you share an example of how you have successfully led a team or organisation through a similar period of uncertainty or transition? What did you prioritise and what did you learn? (Up to 500 words or 3 minute video/audio format)
2. Describe a time when you acted as a visible ambassador or public voice for an organisation. How did you build credibility across different stakeholders (e.g. funders, partners, communities, policymakers or industry)? (Up to 500 words or 3 minute video/audio format)
3. What role have you played in securing income and building financial sustainability in previous roles? Please include an example of how you strengthened or diversified funding. (Up to 500 words or 3 minute video/audio format)

For an informal conversation about the role or if you have further questions prior to applying, please contact **Fabrice Yala** on **07563 030595** or **Tiku van Houtem** on **07926 129788** or send an email to [seniorappointments@charitypeople.co.uk](mailto:seniorappointments@charitypeople.co.uk)

We want you to have every opportunity to demonstrate your skills, ability, and potential; please contact us if you require any assistance or adjustment so we can help make the application process work for you.

Charity People actively promotes equality, diversity, and inclusion. We match charity needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We do this because we know greater diversity will lead to even greater results for the charities with which we work.

Please follow [this link](#) to complete our Equity, Diversity, and Inclusion Form. While this step is not compulsory, we are deeply committed to inclusivity and accessibility for all. The information you provide will help Charity People support their charity partners in building more equitable and inclusive teams.

## RECRUITMENT TIMELINE:

To ensure equitable access to information and uphold AudioActive's commitment to Equity, Diversity and Inclusion, the charity will be hosting a Q&A webinar in place of individual informal calls with the Chair/Outgoing CEO. We encourage all interested candidates to submit questions in advance (by 5pm on Tuesday 26th May), which will be addressed during the session. Please register your interest in attending this webinar on **Tuesday 2nd June at 6-7pm** by using [this link](#).

**Application Deadline:** 5pm, Monday 15th June 2026

**First Interviews:** w/c 6th July 2026





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