

Traditional Music Forum (TMF) Director

1. Job Summary

Job Title	Traditional Music Forum Director
Responsible to	TMF Chair supported by TRACS CEO
Responsible for	TMF Development Officer; any freelance project staff

2. Job Purpose

The role of TMF Director is to represent the TMF membership publicly and to advocate on behalf of the traditional music sector in Scotland. The Director, in consultation with the TMF members, is responsible for creating and putting into practice the TMF's strategic vision and development plan, with the support of the TMF Development Officer.

The Director will be line-managed by the Chair of the TMF Board in close consultation with the TRACS CEO, adhering to all TRACS policies and procedures (see '[About TRACS](#)' below).

3. About TMF

The Traditional Music Forum (TMF) was formally established in 2009 to develop, sustain, support and maximise the potential of traditional music in Scotland. Since its inception, David Francis has been the Director of the TMF. Due to his forthcoming retirement, the TMF is seeking to appoint a Director to take forward and lead on the work of the Forum. More information about the forum can be found at <https://www.traditionalmusicforum.org/>

TRACS: Traditional Arts and Culture Scotland

Registered Office: Scottish Storytelling Centre, 43-45 High Street, Edinburgh, EH1 1SR
Scottish Charity No. SC043009 VAT Registration No. 269 2679 51

4. General Terms and Conditions

Hours	0.4 FTE, delivered flexibly
Contract	Permanent, PAYE
Salary	£15,000 per annum (based on £37,500 p.a. pro rata)
Employer	TRACS (Traditional Arts & Culture Scotland)
Location	TRACS office at the Scottish Storytelling Centre, Edinburgh. Hybrid working is available, by agreement with the Board.
Holiday Entitlement	13.2 days per annum, inclusive of public holidays
Pension	Auto-enrolment pension scheme with NOW: Pensions; contribution set at 4.5% for both employer and employee (9% total)
Probationary period	3 months
PVG Scheme	The Director will be expected to join the PVG (Protecting Vulnerable Groups) scheme through TRACS. The costs of this will be covered by TRACS.

5. Key Responsibilities

In pursuance of delivery of the TRACS Business Plan 2025-28, to:

- Devise, in consultation with the Board and with the network, the TMF's strategy and associated work plan, in order to add value to the work of developing the traditional music sector across Scotland.
- Advocate for the traditional music sector both at a Governmental level and at a grassroots level and to sit on relevant committees and panels.
- Keep up to date with current legislation and policies which impact the traditional music sector.
- Respond proactively to any issues or concerns facing the sector.
- Connect and share information with Forum members and the wider sector through events such as Trad Talk and via regular e-newsletters.
- Promote the work of Forum members and the wider traditional music sector in communities, in the public sector, the media, and the political realm.
- Support and upskill those working in the traditional music sector.

- Embed Inclusion, Diversity, Equality and Accessibility in the TMF's business.
- Identify and apply for additional monies where projects require them.

6. Key Tasks

- Represent, support and regularly communicate with Forum members on issues relevant to the traditional music community.
- Participate in a range of public sector, cultural, music, and educational contexts.
- Plan and organise the annual Trad Talk conference and TMF AGM.
- Initiate projects that add value to the work of the Forum membership without duplicating that work.
- Record, monitor and manage all aspects of the TMF finances.
- Identify and commission relevant research.
- Manage the flow of information to, from, and within the Forum.
- Line-manage the TMF's Development Officer and contract and oversee any freelance staff.
- Liaise and collaborate with TRACS colleagues.
- Work closely with Chair, the board and other TMF staff on TMF matters, to convene and attend quarterly board meetings, and to provide accurate financial information and reports to the board.

7. Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Demonstrable knowledge of the current practice of traditional music in Scotland • Demonstrable experience of budget management • Demonstrable understanding of the political landscape in Scotland as it applies to traditional music, with awareness of agenda relating to inclusion • Demonstrable knowledge of traditional music education, in formal and/or non-formal sectors, and 	<ul style="list-style-type: none"> • Experience of working in the traditional arts • Experience of leadership / line-management in the cultural sector • Experience of project management and/or commissioning of work and/or events planning • Demonstrable record of successful networking and advocacy

	including Gaelic and/or Scots	
Skills & Competencies	<ul style="list-style-type: none"> ● Team worker who can anticipate problems and show initiative for problem-solving and generating new ideas ● Excellent verbal and written communication skills ● Appreciation of Gaelic and Scots ● Ability to manage own time and resources to achieve deadlines 	
Personal Qualities	<ul style="list-style-type: none"> ● Personal and professional integrity ● Trustworthy with confidential information ● Commitment to traditional music ● Ability to inspire and enthuse others ● Strategic thinking ● Creativity 	

8. Equal Opportunities Statement

TRACS commits itself to meeting the aims and commitments set out in its Equality, Diversity and Inclusion Policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

TRACS is an accredited Living Wage Employer, committed to paying a wage based on the cost of living to our staff.

About TRACS

TRACS is a co-operative network which champions our shared traditions of music, song, storytelling, dance, crafts, customs and local languages.

Bringing together three artform forums - Traditional Music Forum, Scottish Storytelling Forum, Traditional Dance Forum of Scotland - TRACS exists to empower communities across Scotland to discover, develop and practise their unique traditional arts and heritage as part of our everyday life.

As an accredited NGO advisor to UNESCO on Intangible Cultural Heritage, we celebrate the local distinctiveness of Scotland's places: our shared living heritage.

TRACS is supported by Creative Scotland and the City of Edinburgh Council.

Key areas of work:

- Intangible Cultural Heritage
- Scottish International Storytelling Festival
- Forums' annual programmes in music, dance and storytelling
- The People's Parish
- Traditional Arts Mentoring programme
- Scottish Traditional Music Archive

The People's Parish

The People's Parish (PP) is a TRACS initiative set up to enable local communities to explore local traditions and intangible cultural heritage based on the principle of celebrating people and place. The People's Parish engages practitioners as 'Creative Fieldworkers' to collect local community stories and folklore and co-produce creative outcomes. We have worked in 14 communities across Scotland to date.

Further information:

- tracscotland.org
- peoplesparish.scot
- stma.directory
- sisf.org.uk
- traditionalmusicforum.org
- tdfs.org
- storytellingforum.co.uk
- scottishstorytellingcentre.co.uk