



Making Music  
The National Federation of Music Societies  
8 Holyrood Street  
London SE1 2EL

Tel 020 7939 6030  
[info@makingmusic.org.uk](mailto:info@makingmusic.org.uk)  
[www.makingmusic.org.uk](http://www.makingmusic.org.uk)

The Duchess of Kent *Patron*

13 March 2017

Dear Applicant,

**Project Manager: Reaching Out**

Thank you for your interest in this project with Making Music.

Together with this letter, please also download:

1. The job description/brief;
2. The Equal Opportunities Monitoring form

If you would like to apply, please send us your CV with a letter explaining why you are the right person for this work and telling us about how your experience is relevant to the job description/brief.

Please send your CV and letter, together with the Equal Opportunities Monitoring Form, by e-mail to [vacancies@makingmusic.org.uk](mailto:vacancies@makingmusic.org.uk) to arrive by **9:00am on Monday 27 March**.

Interviews will be on **Thursday 30 March** at our office near London Bridge. Please tell us if this date is not possible for you and we will do our best to make alternative arrangements. We will let you know by **9am on Tuesday 28 March** if we would like to interview you.

We warmly welcome applications from all sectors of the community and all kinds of individuals. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for this vacancy. Please let us know if you need this information - or would like to apply for the post - in a different format.

Ideally, we are looking for someone to work 2 days a week for the first 11 months and 1 day a week for the last 3 months of a fixed term contract. However, we will do our best to accommodate the best candidate, and we are also open to commissioning this work from a freelance project manager instead.

Also ideally, we would like the successful candidate to spend a considerable part of their time on this project based in our office in London; again, we are happy to discuss other ways of working with the right person for this post, so please do not let the practical implications put you off applying if you are passionate about helping us achieve our goal of reaching out to a wider range of leisure-time music groups over the next few years.

More information about Making Music is on our website at [www.makingmusic.org.uk](http://www.makingmusic.org.uk). If you have any questions or would like to discuss this post before applying, please email me via [vacancies@makingmusic.org.uk](mailto:vacancies@makingmusic.org.uk) or phone 020 7939 6030 and ask for me.

I look forward to receiving your application.

Yours sincerely,

Barbara Eifler

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Executive Director