

23<sup>rd</sup> April 2021



SUPPORTING  
CONNECTING  
INFLUENCING

## Freelance Coordinator/Editor

<b>Role</b>	To coordinate, facilitate and act as editor of the 'refresh' of A Common Approach for publication in the spring of 2022.
<b>Period of engagement:</b>	June 2021 to March 2022
<b>Fee available</b>	£4,500 plus reasonable travel expenses
<b>Estimated No. Days</b>	It is anticipated that this fee represents approximately 15 days
<b>Location</b>	Working at home, with regular online and/or face to face meetings with the Music Mark team and steering group of music teachers

### Introduction:

The UK Association for Music Education – Music Mark is a Membership organisation for the Music Education sector. We provide our Members and Corporate Partners with support, connect them with each other through training and events, and work hard to influence policy makers on their behalf.

Our vision is for excellent musical learning in and out of school, for all children and young people, which inspires and enriches their lives. We plan to achieve that as a company and registered charity through our mission – supporting, connecting and influencing in pursuit of a high quality, diverse, inclusive music education for all children and young people.

Our [current strategic aims](#) are focused around:

1. Membership
2. Influencing and informing policy and practice
3. Professional development
4. Schools
5. UK
6. Music Education in England
7. Governance
8. Financial resilience

Music Mark facilitates sub-groups of its Membership to meet and discuss on a regular basis, including 10 Regional groups of Music Services and Hub Lead Organisations, and other peer-groupings, as well as running larger events such as 'Big Meets', Summits and our Annual Conference.

We provide and signpost to a growing bank of [resources](#) to support a quality music education offer to children and young people through our website, and run training for the managers and staff of music education organisations.

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[www.musicmark.org.uk](http://www.musicmark.org.uk)

The UK Association for Music Education – Music Mark | A charitable company limited by guarantee | Charity No.: 1118542  
Registered address as above | Registered in England and Wales 6134823 | VAT Reg No.: 837 1560 24

## Role Brief:

Music Mark is looking for a freelance consultant to work with the CEO, her team and members of a steering group to 'refresh' [A Common Approach](#) – a instrumental music curriculum first published in 2002.

The work will include the following:

1. **Facilitating** meetings of the steering group who will provide expert advice and guidance on how the existing publication can be 'refreshed' to reflect music education in the 2020s
2. Acting as the **editor** of the 'refreshed' content, pulling it together into a re-imagined digital 'publication' which will support instrumental teachers, in particular those who are entering, or newly appointed into, the profession
3. **Coordinating** the digitisation of the publication including working with Music Mark's web designer and possibly with other media partners to commission and/or collate video and other resources

Regular discussion and collaboration with the CEO and Finance & Admin Officer will help to best use the limited consultancy time available to Music Mark through this appointment.

## Timescale:

An initial meeting of a steering group of instrumental teachers and music service leaders has already taken place. The next (virtual) meeting is scheduled for **Friday 11<sup>th</sup> June** (PM) and it is anticipated that the consultant will attend a meeting with Music Mark prior to that date to prepare a plan for moving forward with the development of the 'refresh' and to start looking at the initial work the steering group have been asked to undertake.

Following that meeting, the work will progress with further steering group meetings etc and wider consultation where appropriate/relevant.

It is proposed that a first draft is available by **January 2022** with an aim to complete the preparation of the resource by **31<sup>st</sup> March 2022** for publication by Music Mark on or around the **25<sup>th</sup> April 2022**.

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## How to apply:

Please send a CV and proposal explaining how you would approach the brief and the skills you can bring to this consultancy work to [bridget.whyte@musicmark.org.uk](mailto:bridget.whyte@musicmark.org.uk). Please keep your proposal to no more than two pages. Both the CV and Proposal should be submitted as attachments to your email, ideally as PDFs.

**Closing Date:** Friday 30<sup>th</sup> April 2021 at 5pm

**Interviews:** Will be held virtually using Zoom on Tuesday 11<sup>th</sup> May.

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