



Post	Tuning In to Autism - Project Manager
Organisation	Live Music Now in partnership with Sounds of Intent Charity and University of Roehampton
Job Type	Fixed-term, 12 months
Hours	3 days per week
Salary	£33,000 (FTE) pro rata
Location	Home-based (UK) with national travel for meetings, seminars, workshops and events. Laptop and phone for job purposes will be provided.
Reports to	Strategic Director, Music in Education, Live Music Now
Start Date	Ideally: September 2026
Deadline for applications	13 July
Shortlist Notification	22 July
Interviews	6 August
To Apply	<p>Please upload your CV and a short video clip (suggested length approx. 2 minutes) explaining why you feel you would be well suited to this role.</p> <p>We are particularly interested in hearing about:</p> <ul style="list-style-type: none"> • your experience working with children, families or education settings, • your interest in inclusive music-making and autism, • your communication and organisational strengths, • and what excites you about the Tuning In to Autism project. <p>On your CV please include the names and contact details of two referees who are able to comment on your work professionally, together with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).</p> <p>Use this link to upload your CV and link to your video: https://www.surveymonkey.com/r/TuningInProjectManager Applications should be submitted by 5pm, 13 July</p>
Further information	We regret we are unable to provide feedback unless you are shortlisted. We will notify you to let you know if you have been shortlisted or not.

	Live Music Now is a flexible employer with regards to working flexible hours and work patterns.
	<p>Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from people who are under-represented in the cultural sector and our organisation, including those facing disabling barriers or who have experienced racism.</p> <p>All Disabled candidates who meet the essential criteria will be interviewed. Short-listed candidates will have the opportunity to discuss their access requirements for the interview.</p> <p>If you require help uploading your application, please email sophie.dunn@livemusicnow.org.uk or call Sophie Dunn on 07880 437526.</p>

About the Partnership

Live Music Now is a UK charity that uses the power of live music to support learning, wellbeing and social connection. Working with professional musicians and partners across education, health and community settings, the organisation creates inclusive, research-informed musical experiences for people of all ages, particularly those facing barriers to access and participation.

Sounds of Intent Charity is a UK charity that promotes inclusive musical engagement for children, young people and adults with additional needs and disabilities through training, practical resources and evidence-informed practice. Building on more than 20 years of work and the internationally recognised Sounds of Intent Framework, the charity works with educators, musicians, therapists and families to support musical development, communication and wellbeing through music.

Tuning In to Autism is a new national partnership initiative between Live Music Now, Sounds of Intent Charity and the University of Roehampton, supporting autistic children aged 2-11 and their families through music, communication and creative interaction. The project combines practical musical resources, online materials and professional development opportunities to support social communication, emotional regulation and inclusive learning.

The project also builds on Live Music Now's wider work in Autism Resource Bases, specialist schools and mainstream inclusion settings across the UK, alongside its longstanding commitment to musician development and research-informed practice.

Tuning In to Autism offers an exciting opportunity for someone who wants to help shape and champion an emerging area of inclusive music practice. We are looking for a proactive and outward-facing individual who can build relationships, inspire confidence in the resources and help develop the project's long-term reach and impact. The role may particularly suit a primary phase teacher or an early years' specialist, *or* someone with experience of autism and social communication approaches within education, *or* someone with lived experience of autism and a passion for inclusive creative practice.

Tuning In to Autism – Project Manager

Purpose of post: The Project Manager will lead and coordinate the national delivery and development of Tuning In to Autism across partner organisations and settings. The postholder will help build awareness and engagement with the project through partnership working, training, communications and events.

They will also play an important role in translating research and theory into practical, accessible approaches for practitioners and families. The role requires someone who can confidently

represent the partnership, build relationships across sectors, and support the long-term sustainability and reach of the project.

The musical content of the project is intentionally straightforward and accessible, with activities focused primarily on social communication, interaction and shared engagement through music. The Project Manager will need to be confident in demonstrating and advocating for the musical resources in an engaging and accessible way; this does not require specific musical skills.

Main duties and responsibilities

Project Management and Coordination

- Coordinate the day-to-day delivery of the Tuning In to Autism project across partner organisations.
- Maintain project plans, schedules and activity timelines.
- Support effective project administration, reporting and record-keeping.
- Coordinate online and in-person meetings, events and training activity.
- Monitor activity, gather feedback and support evaluation processes.
- Contribute to project reporting for partners and funders.
- Generate revenue through the development and sales of training packages.

Partnership Working and Sector Engagement

- Work collaboratively with teams at Sounds of Intent Charity, University of Roehampton and Live Music Now.
- Develop positive relationships with schools, Autism Resource Bases, early years settings, music services, practitioners and families.
- Represent the partnership confidently at meetings, events and sector networks.
- Support partnership development, identify and create opportunities for growth and future sustainability.

Training, Resources and Delivery

- Deliver and coordinate online and face-to-face workshops, seminars and training sessions.
- Demonstrate the project's musical resources confidently and accessibly within educational and community settings.
- Support the development and refinement of training materials and resources.
- Help translate research and theory into practical approaches for practitioners and families.

Communications and Promotion

- Help build awareness, understanding and confidence in the project and its resources across the sector.
- Create and contribute content for social media, presentations and promotional materials.
- Coordinate photography, filming and documentation activity in line with consent and safeguarding procedures.
- Act as an advocate for the project and its aims.

General

- Adhere to and uphold Live Music Now's policies and procedures, including safeguarding, equality, diversity and inclusion, data protection and health and safety.
- Take part in team meetings, training and continuous improvement activity.
- Occasionally undertake evening or weekend work connected to events or training.
- Undertake other duties reasonably requested by the line manager relevant to the role.

Tuning In to Autism Project Manager - Person Specification

	Essential	Desirable	Assessed
Experience			
Experience working within or alongside education settings, particularly early years, KS1 and/or KS2 contexts	X		Application
Experience coordinating projects, events, training or partnership activity	X		Application
Experience working with autistic children and families, particularly within SEND or inclusive education settings		X	Application
Experience in music education or inclusive arts practice		X	Application
Skills / Competence			
Strong organisational and project coordination skills, with the ability to manage competing priorities	X		Application & interview
Confidence delivering workshops, presentations or training	X		Application & interview
Strong communication, presentation and relationship-building skills, with the ability to communicate ideas and approaches clearly, practically and accessibly to practitioners, families and partners	X		Application & interview
Confident use of ICT, online meeting platforms and digital communication tools	X		Application & interview
Ability to work independently, use initiative and solve problems proactively	X		Application & interview
Confidence supporting practical musical activity in educational or community settings	X		Application & interview
Demonstrated ability to identify, develop and implement income-generating opportunities.	X		Application & interview
Knowledge and Approach			
Interest in inclusive music-making and autism	X		Application & interview
Commitment to inclusion, diversity and safeguarding	X		Application & interview
Interest in research-informed practice and the role of music in supporting wellbeing, communication and connection	X		Application & interview
Interest in helping shape, champion and grow an emerging area of inclusive music practice	X		Application & interview
General			
Collaborative, proactive and outward-facing approach	X		Application & interview
Ability to work effectively across multiple partner organisations	X		Application & interview
Willingness to travel nationally as required	X		Application & interview
Experience supporting partnership development including writing funding applications		X	Application & interview
Lived experience of autism and/or neurodivergence		X	Application & interview