



## **Role Specification, Qualifications & Particulars**

### **Creative Places West Cork Project Coordinator Competition No: 22-058**

**Closing Date: 4:00 p.m. on Friday 1<sup>st</sup> July, 2022**

Cork County Council invites applications, from suitably qualified persons, who wish to be considered for inclusion on a panel from which vacancies for

**Creative Places West Cork – Project Coordinator**  
be filled.

**The information in this document is specific to the role and should be read in conjunction with Cork County Council's Candidate Information Booklet [\(link\)](#)**

## **SECTION 1: INTRODUCTION**

Cork County Council has been awarded a Cumas Ceantar / Creative Places Award from the Arts Council for a three-year developmental arts project in the West Cork Islands 2022-2024. This is to benefit the people of the West Cork Islands and the adjacent hinterland. Cork County Council and partner organisations Bere Island Projects Group, Sherkin Island Development Society, Comharchumann Chléire & Uillinn: West Cork Arts Centre are embarking on an exciting 3year arts development and community engagement programme in what is a significant initiative for this geographically isolated region.

The focus of Creative Places West Cork will be to develop the creative potential of communities on the inhabited islands and through a high-level programme of engagement with artists creatives and the community. The project will develop and deliver a culturally diverse creative programme, with a focus on capacity building, collaboration and sustainability. The programme area includes a Gaeltacht area and therefore will ensure that due consideration is given to Irish Language provision within the programme.

### ***Vision:***

A long term engagement in the arts in the West Cork Islands where integrity of community and place is developed and sustained by, with and for inhabitants.

### ***Mission:***

To develop and sustain community-led cultural resilience across the seven inhabited West Cork Islands in a long-term, meaningful way that supports the cultural, environmental, social and economic wellbeing of place.

### ***Aims:***

Creative Places West Cork Islands will endeavour to improve access to arts participation through connection and championing of the cultural and physical assets of place, critically examining new, existing and vernacular cultural models that affect and give effect to island life. This will be done through community-led and centred socially engaged arts practice, creating long-term sustainable and impactful programmes; by developing inter-island connections through shared cultural infrastructures involving local and international artists. To promote the use of the Irish language alongside the spectrum of other languages used across the West Cork Islands. Co-create with partners an innovative programme of opportunities for artists and communities to innovate and work together creatively.

## **SECTION 2: THE ROLE**

The Creative Places West Cork Project Coordinator will be responsible for the development, implementation and delivery of the West Cork Islands Creative Places programme.

Reporting directly to the Council's Assistant Arts Officer and Project Steering Group, the Creative Places Project Coordinator will liaise closely and consult with local partners and stakeholders, island communities and artists. The Project Coordinator will also take a leading role in all areas of project management, programme development and delivery, producing, marketing and communicating with artists, community members and local and national stakeholders.

## **SECTION 2: DUTIES**

The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office:

- Administration and day to day management of the Creative Places budget (€500,000+ over a 3-year period) and work with project partners to source additional funding to sustain the programme beyond the 3-year period;
- Work with the Project Steering group to write briefs for call outs, residencies, commissions, training and capacity building to support the community to identify and help select artists for same;
- Work in partnership with local stakeholders and agencies to maintain the effective operation of the project and to augment the work that is happening in the area currently;
- Be present and accessible on the Islands on a regular basis;
- Ensure that programme timelines, are met throughout the project;
- Facilitate community engagement and participation in the overall programme;
- Act as primary support to the artist in residence programme;
- Act as Project Manager for the commissions programme and ensure that all safety requirements and risk assessments are carried out;
- Support skills and professional development for artists, creatives and community participants engaged in the project;
- Lead the preparation of a long-term vision plan, with strategic partners;
- To coordinate the ongoing documentation of the programme;
- Ensure that excellent evaluation processes are embedded in all programmes;
- Assist the development and delivery of the communications strategy for the programme;

- Provide quarterly reports to the project partners, including the Arts Council and to management and elected members of Cork County Council as required;
- Disseminate the learning from the Creative Places at a sharing event in 2024;
- Participate in information sharing opportunities provided by the Arts Council, for the Creative Places programme nationally;
- Any other duties that may be assigned from time to time.

## **SECTION 3: ELIGIBILITY CRITERIA / QUALIFICATIONS**

### **1. Character**

Each candidate must be of good character and the successful applicant will be subject to Garda Vetting prior to any appointment being confirmed.

### **2. Health**

Each Candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **3. Education, Training, Experience etc.**

Each candidate shall, on the latest date for receipt of completed application forms –

- a) Hold an ordinary degree (level 7 or higher on the National Framework of Qualifications) in an Arts or Cultural discipline
- b) Have at least three years satisfactory relevant arts development and administration experience including experience in the area of programme development and budget management.
- c) Have a satisfactory knowledge of public service organisation.

### **4. Essential Skills**

The ideal candidate will be expected to have:

- Have relevant experience and proven track record of socially engaged arts and/or collaborative arts practice;
- An ability to manage multiple tasks, to work alone and as part of a team;
- Excellent verbal and written communications skills;
- Proven ability to achieve successful delivery of tasks within prescribed deadlines and budgets;
- Familiarity with standard office information, communication and data processing technologies and ability to use Word and Excel applications;

- Experience of working collaboratively across statutory, community/voluntary and volunteer led organisations is desirable;
- An ability to foster positive relationships with a broad range of individuals, groups and organisations;
- Knowledge of National Arts Policy.

## 5. Age

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant within the meaning of the Public Services Superannuation Act, 2004. A candidate who is not classified as a new entrant must be under 70 years of age.

## 6. Transport

This post will involve travel within the county and elsewhere. Holders of the post should hold a full driving licence for class B vehicles and shall be required drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority.

## SECTION 4: COMPETENCIES

This is a competency based competition and the interviews will be competency based. The competencies listed are the competencies for this post. Candidates will be expected to demonstrate **sufficient evidence within their application form** of competence under each competency.

**Please take particular note of these when completing the application form as any short-listing or interview process will be based on the information provided by candidates in the application form. A candidate must possess the following competencies:-**

<b>Delivery of Results</b>	<ul style="list-style-type: none"> <li>• Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.</li> <li>• Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation.</li> <li>• Constructively challenges existing approaches to improve efficient customer service delivery.</li> <li>• Accurately estimates time parameters for projects, making contingencies to overcome obstacles.</li> <li>• Minimises errors, reviewing learning and ensuring remedies are in place.</li> <li>• Maximises the input of own team in ensuring effective delivery of results.</li> <li>• Ensures proper service delivery. procedures/protocols/reviews are in place and implemented.</li> </ul>
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<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>• Modifies communication approach to suit the needs of a situation/audience.</li> <li>• Actively listens to the views of others.</li> <li>• Liaises with other groups to gain co-operation.</li> <li>• Negotiates, where necessary, in order to reach a satisfactory outcome.</li> <li>• Maintains a focus on dealing with customers in an effective, efficient and respectful manner.</li> <li>• Is assertive and professional when dealing with challenging issues.</li> <li>• Expresses self in clear and articulate manner when speaking and in writing.</li> </ul>
<b>Arts Specialist Knowledge, Expertise and Self Development</b>	<ul style="list-style-type: none"> <li>• Displays high levels of skill/expertise in own area and provides guidance to colleagues.</li> <li>• Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/Organisation and can communicate to the team.</li> <li>• Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team.</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues.</li> <li>• Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise.</li> <li>• Values and supports the development of others and the team.</li> <li>• Encourages and supports new and more effective ways of working.</li> <li>• Deals with tensions within the team in a constructive fashion.</li> <li>• Encourages, listens to and acts on feedback from the team to make improvements.</li> <li>• Actively shares information, knowledge and expertise to help the team to meet its objectives.</li> </ul>

## SECTION 5: TENURE

The contract duration is 3 years (approximately), subject to the continuing availability of funding. The position is wholetime, temporary and pensionable.

A panel may be formed to fill this position and any future vacancies for Creative Places West Cork, Project Coordinator which may arise during the lifetime of the panel.

## **SECTION 6: SALARY**

**The salary for the post is: €44,574 per annum**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

## **SECTION 7: LOCATION OF POST**

The location for working purposes will be within the West Cork administrative area.

Cork County Council reserves the right to assign you to any department, premises or district in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

## **SECTION 8: WORKING HOURS**

The working hours at present provide for a five-day, thirty-seven hour working week. The successful candidate may be required to work hours outside of normal working hours, including evenings and weekends, as required by his/her immediate Supervisor.

All hours worked will be subject to the provisions of the organisation of Working Time Act 1997 and Organisation of Working Time Act (Regulations) 2001.

## **SECTION 9: ANNUAL LEAVE**

The current annual leave entitlement is 30 days per annum or on a pro-rata basis for period worked. Notice of intention to take leave shall be given to the council at least two weeks before proposed leave commences.

Cork County Council's leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).