 ****

**COMHARILE CHONTAE LAOISE**

**LAOIS COUNTY COUNCIL**

**(Temporary Contract)**

**Assistant Co-ordinator, Music Generation Laois**

Music Generation Laois is a performance music education service for children and young people in Co. Laois. It is part of Music Generation – Ireland’s National Music Education Programme, initiated by Music Network and co-funded by U2, the Ireland Funds and the Department of Education and Skills. Locally, Music Generation Laois is supported by Laois County Council (lead partner), Laois Offaly ETB and Laois Partnership Company. The aim of Music Generation Laois is to provide a high-quality, inclusive and sustainable music education service to children and young people in Laois.

Laois County Council wishes to employ an Assistant Co-ordinator to assist the Music Generation Laois Co-ordinator with the organisation, promotion and day-to-day running of Music Generation Laois. The successful candidate will be passionate about music education and have excellent I.T. communication and organisational skills.

**Education, training, experience etc:**

Each candidate must, on the latest date for receipt of completed application form:

* Have a good standard of education;
* Hold a full clean current driving licence in respect of Category B Vehicles or equivalent in the EU Model Driving Licence on the latest date for the receipt of completed applications;
* Have excellent I.T. skills including working knowledge of Microsoft Office, Web Page Design/Editing photo manipulation software such as Adobe Photoshop and experience of using/updating Social Media such as Twitter and Facebook is essential.

***and***the following are also desirable:

* An appropriate qualification in music, music education, arts administration or related area from a recognised Institution;
	+ Previous experience of working in a similar role;
	+ Good Knowledge of the music education sector.

**The role will involve:**

* Supporting the planning and development of Music Generation Laois performance music education programme
* Supporting administration, monitoring, reporting, resource management, event management and other aspects of project management of an extensive music education service
* Developing and providing internal and external communications, using relevant communication tools

**Administration:**

* Dealing with day-to day inquiries from tutors, schools, centres, and the general public and assisting with enrolment of students and class scheduling;
* Collection and lodgement of student fees;
* Assisting with the processing of payments;
* Assisting with the operations across all programme strands;
* Assisting with performance and other Music Generation Laois events;
* Assisting with procurement and management of musical instruments/equipment;
* Preparing agendas, writing and circulating minutes for Committee meetings.

**Communications:**

* Managing website, social media and e-letters;
* Preparing press releases, and managing contacts with local press;
* Assisting with the preparation and distribution of press/communications and publicity material relevant to the work of Music Generation Laois;
* Assisting with photography/videoing of rehearsals/concerts for archives and promotional use;
* Assisting with any other work of Music Service as identified by Music Generation Laois Co-ordinator.

**Hours of work:**

The Assistant Co-ordinator will work for a 37 hour week. Attendance outside normal office hours will be required and flexibility to meet the needs of Music Generation Laois will be required. Time off in lieu will apply where appropriate.

**Garda Vetting**: This post is subject to Garda Vetting.

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**PARTICULARS OF POSITION**

1. The office is whole time, temporary and pensionable.
2. **PROBATION:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

(a) there shall be a period after such appointments take effect, during which such person shall hold such post on probation;

(b) such period shall be six months but the Manager may, at his/her discretion, extend such period;

(c) such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

1. **SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

Current Salary - €26,756

1. **HEALTH:**

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

1. **TRAVEL & LICENSING REQUIREMENTS:**

The person appointed will be required to provide his/her own means of vehicular transport for the discharge of his/her duties. The vehicle must be properly taxed and insured and Laois County Council indemnified against any claims.

**6. SUPERANNUATION:**

The superannuation contributions of relevant scheme will apply.

**7. RETIREMENT AGE**:

The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduces new pension and retirement provisions for **new entrants** to the public service appointed on or after 1st January 2013. Pension age set initially at 66 years; this will rise in step with statutory changes in the SPC age to 67 years in 2021 and 68 years in 2028. The compulsory retirement age of 70 applies. Otherwise the retirement age of the relevant Scheme applies.

**8. RESIDENCE**:

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

**9. RECRUITMENT:**
Selection of candidates for appointment shall be by means of an open competition based on an interview conducted by or on behalf of the local authority. A panel may be formed on the basis of such interviews.

1. **SHORTLISTING**

Candidates may be shortlisted on the basis of relevant qualifications and experience as set out on their application form. The candidates shortlisted will be invited to attend for interview.

1. **COMMENCEMENT:**The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in it’s absolute discretion may determine, the local authority shall not appoint him/her.
2. **GARDA VETTING:**Garda vetting may be sought in respect of individuals who come under consideration for appointment.