Music Generation Galway City Development Officer

# PERSON SPECIFICATION

Galway and Roscommon Education and Training Board (GRETB), as Lead Partner for Galway City Local Music Education Partnership, seeks to employ a Music Generation Development Officer to implement its plans for the provision of performance music education for children and young people in Galway City.

We are seeking a skilled professional with significant experience in music development and/or music education or a relevant artistic field, who has a combination of initiative, rigour, excellent interpersonal and leadership skills and a passion for music. The person will ideally have extensive experience in Project Management/Arts Administration. This position requires a hard- working and efficient individual with a demonstrable track record of achievement and delivering results.

The ideal candidate will have a breadth of experience and understanding of performance music education1 across a range of ages, genres of music and contexts, and must have quantifiable and relevant management and financial experience in project planning/delivery and/ or developmental initiatives. There is the potential, subject to qualifications and experience, and the needs of the role, for the Music Generation Development Officer to be involved in the delivery of some programmes; however, this is not mandatory.

The role of Music Generation Development Officer offers a unique opportunity for someone dynamic to join GRETB at a time of exciting change in the music education landscape in Ireland.

**ESSENTIAL CRITERIA**

**To qualify for appointment candidates must have:**

1. A qualification in music or music education and/or a relevant third level qualification (e.g. music degree, arts management, business or project management, youth work etc.) and/or a proven track record of at least three years’ experience in music development, music education management, or another relevant artistic field
2. Management experience in project planning and delivery and/or developmental initiatives
3. Full current Driving License with access to own transport.

1 *Music Generation is Ireland’s National Music Education Programme with a mission to empower children and young people to realise their full potential through access, to and participation in, high quality performance music education. Initiated by Music Network, Music Generation is co-funded by U2, The Ireland Funds, the Department of Education and Local Music Education Partnerships (LMEPs) in which Education and Training Board and Local Authorities play a lead role.*

## DESIRABLE CRITERIA

**Candidates should have:**

* Experience of leading and developing musician/artistic and administrative teams.
* An excellent understanding of performance music education, music, arts and education policies and the local music/music education sector.
* A track record of playing a key role in actively developing and sustaining strategic partnerships.
* Experience of working/engaging with young people, in particular young people experiencing multiple forms of disadvantage.
* Management and administration experience, including strong financial and budget management.
* Experience of preparing reports, statistical information, and meeting other reporting requirements
* Excellent communication skills, including written, verbal, and digital.
* Inniúlacht le dualgais an phoist a chomhlíonadh go héifeachtach trí mheán na Gaeilge
* (Capacity to discharge the duties of the post through the medium of Irish).

## CORE COMPETENCIES REQUIRED

**Leadership, Initiative and Managing Teams**

* Possess excellent leadership capability with the capacity to champion, energise, motivate, and manage teams, deliver successful results and make things happen.
* Have a track record in delivering successful results in an arts-related field.
* Understand that the delivery of high-quality performance music education is the core business of Music Generation Galway City and demonstrate the willingness and ability to lead and manage individuals and teams to achieve this.

## Drive, Commitment and Delivery of Results

* Be a highly-motivated and diligent individual, with a passion for and commitment to music education.
* Demonstrate the ability to use, and to manage others in using, a range of resources, supports and processes to ensure the effective and efficient running of the Music Generation Galway City programme.

## Leading Effective Partnerships and Networks

* Demonstrate the capacity to foster positive strategic relationships, communicate effectively and create synergies with a variety of stakeholders.
* Be a strategic thinker with a high level of proficiency in planning and organisation and a natural capacity to manage a busy and varied role.

## Managing and Developing Initiatives and Programmes

* Demonstrate the skills to take on and respond to a broad and long-term view of the development needs of the Music Generation Galway City programme.
* Have an entrepreneurial mind-set, with strong financial experience and an aptitude for the challenges of achieving success.
* Have a knowledge of developing practice in music education nationally and internationally, and a breadth of experience and understanding of performance music education across a range of ages, genres of music and contexts.

## Self-Awareness / Self-Management

* Have a high level of motivation and passion for this job, a strong understanding of the role, and a clear and convincing rationale for seeking the position.
* Be a reflective thinker, consistently review own performance and set self-challenging goals and targets.

# JOB DESCRIPTION

## About Music Generation Galway City

Music Generation Galway City is a performance music education programme in Galway City providing access to a range of vocal and instrumental music opportunities for children and young people in their local area in a variety of settings including schools, youth work and community settings.

Initiated by Music Network, Music Generation is co-funded by U2, The Ireland Funds, the Department of Education and Local Music Education Partnerships (LMEPs). Locally, Music Generation Galway City is supported and funded by GRETB, Galway City Council, Tusla Child & Family Agency, Foróige, CYPSC, Youth Work Ireland Galway, Galway City Partnership, and Involve.

## Duties

The Music Generation Development Officer has overall responsibility for delivering the Music Generation Galway City programme. Duties shall include, but are not limited to:

**Programme Development**

* Drive the artistic and developmental vision of Music Generation Galway City and ensure that it is focused on delivering high-quality experiences and outcomes for children/young people.
* Generate participation among children/young people.
* Based on the Music Generation Galway City Strategic and work plan, devise and deliver annual plans for Music Generation Galway City.

**Leading and Managing a team of Musician Educators**

* Participate in the engagement and recruitment of the Music Generation Galway City team of musician educators.
* Lead, motivate and manage musician educators in the design, development, and delivery of a range of performance music education programmes of high artistic and educational standards in response to local need and context.
* Plan and manage, on an ongoing basis, a range of professional development and training supports for these musician educators which supports and cultivates a community of learning.

**Leading and Managing Administration Support**

* Line manage the Music Generation Administrator role/ Resource Worker.
* Establish and oversee effective data management systems such as student records, musician educator records, attendance, purchasing and spending procedures, and timetables.

**Strategic Partnership Development**

* Build and develop strategic partnerships and close working relationships with a network of stakeholder agencies, organisations, groups and individuals within the public, private, community and voluntary sectors.

**Public Awareness**

* Raise public awareness about Music Generation Galway City through a variety of channels and media.

**Finance and Compliance**

* Overall responsibility for budget management, including procurement.
* Identify and access additional sources of locally-generated matched funding.
* Financial and compliance reporting to GRETB and the Music Generation National Development Office
* Asset management.
* Ensure compliance with Child Protection regulations, including Garda Vetting.

**Monitoring, Evaluation and Reporting**

* Work closely with and report on a regular basis to Galway City Local Music Education Partnership
* Monitor and evaluate progress and development on a continuous basis and ensure standards as set by Galway City Local Music Education Partnership and the Music Generation National Development Office are being reached.
* Compile indicators and complete progress reports for Galway City Local Music Education Partnership and the Music Generation National Development Office
* Participation in the National Programme of Music Generation
* Work with the Music Generation National Development Office in developing Music Generation Galway City.
* Actively participate in the Leadership Network (the professional learning network for Music Generation Development Officers nationally)
* Work with Music Generation National Development Office on public awareness and advocacy initiatives.

**Other Duties**

* Undertake other duties at the direction of GRETB, as required, to ensure the success of Music Generation Galway City. Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.
* Garda Vetting
* Garda Vetting will be sought in accordance with the National Vetting Bureau Act, 2016 and there being no disclosure of convictions which GRETB considers would render the candidate unsuitable to work with children/vulnerable adults. This process will commence prior to appointment.

**Driving Licence**

* Candidates must hold a full current driving licence with access to own transportation.

**Terms & Conditions of Employment**

**Tenure**

Five Year Fixed Term contract commencing from date of appointment.

**Hours of Work**

Attendance will be 35 hours per week, required during normal ETB office hours and at such other times as are necessary for the delivery of the Music Generation Galway City.

**Location**

The role of Music Generation Galway City Development Officer will be primarily based at the Music Centre, Galway Community College, Galway City.

## Salary

## €53,346 - €65,173 (including 2 Long Service Increments)

**IMPORTANT NOITCE RE: SALARY:** As per DE guidelines, **new appointees** who are entering this grade for the first time will start at the **minimum point** of the scale. Incremental credit **may only** apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. ***Starting Salary is not subject to negotiation.***

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## Recruitment

* Selection shall be by means of a competition based on an interview conducted by or on behalf of GRETB. Recruitment to posts within GRETB is on the basis of merit as assessed at interview and supported by references.
* A shortlisting process may be undertaken to identify candidates who most closely meet the criteria for the post.
* Candidates invited for interview may be required to give a verbal presentation outlining their approach to the role of Music Generation Development Officer and their ideas regarding further development of the Music Generation Galway City programme.
* The first interview may reduce the initial short list and remaining candidates may be invited for a subsequent interview.

**Closing Date: 12 noon, Friday, 26th April 2024.**