

Music Generation Development Officer

JOB DESCRIPTION

Duties

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

Leading and Managing a Team of Musicians

- Participate in the recruitment of Music Generation Kerry team of musicians
- Lead, motivate and manage these musicians in the artistic design, development and delivery of a range of tuition 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 musicians which supports and cultivates a community of learning

Leading and Managing Administration Support

- Participate in the recruitment of an Administrator and line manage this role
- Establish effective data management systems such as student records, musician records, attendance, purchasing and spending procedures, and timetables

Programme Development

- Based on the Framework Plan developed by Kerry Local Music Education Partnership and in conjunction with the Kerry Local Music Education Partnership devise and deliver an Implementation Plan for Music Generation Kerry
- Drive the artistic and developmental vision of Music Generation Kerry and ensure that it is focused on delivering high-quality experiences and outcomes for children/young people
- Generate participation among children/young people

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 Kerry through a variety of channels and outlets

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 Kerry Education and Training Board and the Music Generation National Development Office
- Asset Management
- Ensuring compliance with Child Protection regulations, including Garda Vetting

Monitoring, Evaluation and Reporting

- Work closely with and report on a regular basis to Kerry Local Music Education Partnership
- Monitor and evaluate progress and development on an continuous basis and ensure standards as set by Kerry Local Music Education Partnership and the Music Generation National Development Office are being achieved
- Compile indicators and complete progress reports for Kerry Local Music Education Partnership and the Music Generation National Development Office

Participation in the National Programme of Music Generation

- Work with Music Generation National Development Office in establishing and developing Music Generation Kerry
- 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 Kerry Education and Training Board as required, so as to ensure the success of Music Generation Kerry. 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 Kerry Education and Training Board 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 and Conditions of Employment

Tenure

- 5 year fixed term contract commencing from date of appointment.

Hours of Work

- Attendance will be 37 hours per week, required during normal ETB office hours and at such other times as are necessary for the delivery of the Music Generation Kerry Programme.

Location

- Initial assignment is to Kerry Education and Training Board Head Office, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry.

Salary

- The salary scale attaching to the Music Generation Development Officer post is €46,771 - €57,157.
- The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Recruitment

- Selection shall be by means of a competition based on an interview conducted by or on behalf of Kerry Education and Training Board. Recruitment to posts within Kerry Education and Training Board is on the basis of merit as assessed at interview and supported by references.
- Candidates invited for interview will be required to give a ten-minute presentation identifying key priorities and outlining their approach to the role of Music Generation Development Officer (Kerry) and the implementation of the Music Generation Kerry Framework Plan.
- The first interview may reduce the initial short list and remaining candidates may be invited for a subsequent interview.