



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:
Part-Time Assistant Arts Officer
(Children and Young People)

Closing Date: 4:00 p.m. on Thursday 2nd April 2026

Important Notes

Completed Application Form *inclusive of all other required documentation* must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Part-Time Assistant Arts Officer Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Arts Office of Leitrim County Council develops and implements policies in relation to various aspects of the arts. It provides information, advice and assistance to a wide range of clients including artists, arts groups, arts festivals, venues, community groups, schools, non-arts organisations working with the arts and other local and national public bodies. It develops and co-ordinates a number of programmes, independently and in association with these partners. It assists communities to become involved in the arts both as participants and audiences, for children and young people to explore and engage with the arts and seeks to create the conditions for a career as a professional artist to be a viable pursuit.

The Role:

Under the direction and supervision of the Arts Officer, or other appropriate line manager, the position of Part-time Assistant Arts Officer – Children & Young People - in Leitrim County Council will involve working with the arts team, other sections within the local authority, programme partners and the wider community to achieve these aims.

While the candidate will be responsible in particular for the development, management and administration of Arts Office's strategies, programmes and projects for children and young people, they may also be required to work across different Arts Office programmes and should have a sufficiently broad knowledge, understanding and experience of the broader local arts development environment to be able to contribute to and participate in the implementation of all the work of the Arts Office.

The Qualifications

1. Character

Each candidate shall be of good character.

2. Health

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

3. Citizenship

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or

- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

4. Education, Training, Experience etc.

Candidates must, on the latest date for receipt of completed application forms:

- (a) hold a primary **Degree** in a relevant discipline (Youth Arts Development, Visual or Performing Arts, Arts Management etc.) from a recognised awards authority
- (b) have at least **three** years **relevant** experience (including practical experience) in the field of arts development, that specifically includes leadership roles in strategy and programme development for children and young people's arts programmes.

Notes:

- **Candidates must submit a copy of the educational qualifications meeting the requirements of 4(a) above with their application.**
- **Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications. Foreign Language qualifications must also be accompanied by a translation document.**

Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate Shall have:

- A thorough knowledge of current arts practice and the organisation of the arts in Ireland, particularly as it applies to children and young people.
- The creative and organisational ability to drive the development and delivery of strategies, programs and projects for children and young people in an arts context.
- The ability to prioritise and sustain a complex workload.
- Excellent organisational, administrative and ICT/multimedia skills.
- Excellent communication, interpersonal and teambuilding skills.
- Experience of managing communications, particularly social media.
- Experience of working with artists, arts organisations and children/youth/school groups etc.
- A thorough knowledge of the regulatory environment pertaining to children and young people.
- Experience of documenting and evaluating arts programmes.
- Proven track record in financial management.
- Flexibility to undertake duties outside of normal working hours as required.

Competencies for the Post:

Key Competencies for the post of Part-Time Assistant Arts Officer include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Delivering Results / Communicating Effectively:	<ul style="list-style-type: none"> • Communicates effectively with diverse stakeholders to contribute to the development of coherent strategies and team plans. • Translates the business or team plan into clear priorities and actions for their area of responsibility. • Ability to develop and deliver programmes and projects and to work to strict deadlines. • Implements high quality service and customer care standards. • Makes decisions in a timely and well informed manner. • Develops and maintains positive, productive and beneficial working relationships. • Demonstrates effective verbal and written communication skills.
Performance Management and Team Work:	<ul style="list-style-type: none"> • Leads and develops project teams to achieve corporate objectives. • Has a strong team ethic of co-operation and mutual support, sharing information and knowledge as appropriate. • Effectively manages performance. • Plans work and allocation of resources effectively. • Ability to work on own initiative as well as an integral part of a team. • Relates well to others and maintains positive, productive and beneficial working relationships. • Addresses conflict or dissatisfaction in a constructive manner.
Personal Effectiveness:	<ul style="list-style-type: none"> • Takes initiative and is open to taking on new challenges or responsibilities. • Manages time and workload effectively. • Has strong organisational skills including meeting facilitation and administration. • Has strong resource and project management skills. • Maintains a positive and constructive and enthusiastic attitude to their role. • Understands and implements change and demonstrates flexibility and openness to change. • Is a self-starter, strong on research and maintains resilience in securing buy in and commitment to overall concepts or projects.
Knowledge, Experience and Skills:	<ul style="list-style-type: none"> • Has very good relevant knowledge of current arts practice and the organisation of the arts in Ireland. • Understanding of the structures and environment within which the local authority sector operates and the role of the arts in this context. • Understanding of the role of the Part Time Assistant Arts Officer – Children & Young People - in this context. • Has understanding, knowledge and experience of strategy and programme delivery of children and young people’s arts. • Has experience of evaluation and preparing reports. • Has knowledge and experience of financial management. • Has knowledge and experience of managing communications. • Has knowledge and experience of operating ICT, Multimedia Systems, Website management and social media management. • Has knowledge and understanding in relation to Child Safeguarding policy, GDPR and statutory obligations of Health and Safety legislation and its application in the workplace.

The Principal Terms and Conditions:

1. The Post

The position is **part-time** (50% working arrangement), **permanent and pensionable** and will be based in Leitrim County Council Offices in Carrick on Shannon, County Leitrim.

A panel will be formed from which Part-time Assistant Arts Officer – Children and Young People vacancies arising during the lifetime of the panel (12 months) may be filled.

2. Duties

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, supervisory and advisory nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

This is a co-ordinating position within Leitrim County Council Arts Office, with specific reference to Children and Young Peoples Arts Programmes. Reporting to the Arts Officer, the main duties of the Part Time Assistant Arts Officer – Children & Young People – may include but are not limited to:

- Supporting Leitrim County Council in the ongoing development and delivery of arts services provided by the local authority.
- Taking an operational lead on the design, development and management of early years, children's and youth arts initiatives.
- Managing and delivering, to a high artistic standard, a range of projects that support engagement in the arts for children and young people and demonstrably increases the levels and quality of engagement in the arts for children and young people throughout the county, within budget and within prescribed timeframes.
- Ensuring that diversity and inclusion are embedded in children and youth arts programming.
- Ensuring that the voice of the child and young person is heard in policy and programme development.
- Monitoring and evaluating programmes to learn from the impact of investment and inform forward planning and decision making.
- Working closely with local/regional and national partners including the Arts Council, Creative Ireland, Music Generation/MSLETB, YTI, NYCI, CBI etc. to enhance resources and enrich practice.
- Supporting artists to be able to engage in children's and youth arts, particularly with relevant training and mentoring where appropriate.
- Identifying and preparing funding applications and seeking to secure resources to enable the implementation of the Council's Arts and Creativity Strategies.
- Assisting with and contributing to the implementation of the Council's Arts and Creativity Strategies, including sourcing and providing advice and information, programme design and scheduling, devising

contracts, to monitor, assess and evaluate performance against agreed targets, and ensuring that the necessary financial and management systems are in place.

- Disseminating information and providing clear messaging regarding children and youth arts activities, opportunities and other relevant information across all media, particularly social media platforms.
- Representing the Arts Service and Leitrim County Council at internal and public meetings, events and functions as required.
- Working with other departments of the Council to compliment and support the design and delivery of Culture and Arts led programmes and policy initiatives.
- Carrying out all duties in compliance with appropriate procedures, including the maintenance of records and information.
- Travelling throughout the county as required by the role.
- Performing such other appropriate duties in relation to the arts as may from time to time be assigned by the Council.

3. Salary:

The salary scale (applicable from 1st February 2026) for the position of Part-Time Assistant Arts Officer (analogous to Staff Officer – Grade V) is within the range:

€52,239, €53,799, €55,392, €57,019, €58,657, €60,567 (LSI 1), €62,484 (LSI 2).

This is a part-time position on the basis of a working arrangement of 50% of a 5-day week, and the salary will be adjusted pro-rata to reflect this working arrangement (i.e. 50% of the relevant scale point).

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

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

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

4. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

5. Probation

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply –

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

6. Annual Leave

The annual leave entitlement for this post will be 15 days per annum, reflecting the 50% working arrangement on a pro-rata basis to a full-time post.

7. Health

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

8. Working Hours

The successful candidate's normal hours of work will be 17.5 hours per week reflecting the 50% working arrangement on a pro-rata basis to a full-time post. Flexibility will be required which will include evening and weekend work. A system of 'Time in Lieu' will be in operation to reflect this. Overtime will not be paid. The Council reserves the right to alter hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

9. Superannuation:

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the

rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

10. 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 introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

11. Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

12. Driving Licence

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and, shall 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. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

13. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

14. Garda Vetting

The successful candidate will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

15. Data Protection

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and in particular, the competency examples, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A panel may be formed on the basis of such interviews. Candidates whose names are on a panel(s) and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which is available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department – Email: jobs@leitrimcoco.ie.

Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format as one Single Document (not individual scanned documents) via email.

Note:

Candidates must submit copy of educational qualifications required for the post as outlined above. Applications received without the necessary documentation will be deemed ineligible and will not be considered further for this competition.

Closing date for receipt of applications is 4:00 p.m. on Thursday 2nd April 2026 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote '**Part-Time Assistant Arts Officer Application**' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement.

The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTES: Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Leitrim County Council is an equal opportunities employer.