

Candidate Information Booklet

Creative Communities Engagement Officer (Contract)

**Closing Date:
5.00 pm Thursday 13th November**

Wexford County Council is committed to a policy of equal opportunity.

This competition is being managed by:

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OVERVIEW

The Creative Ireland Programme is an all-of-government initiative committed to enhancing access to, engagement with, and enjoyment of Ireland's culture and creativity. Within the broad range of available definitions, creativity is considered as *a set of innate abilities and learned skills; the capacity of individuals and organisations to transcend accepted ideas and norms and by drawing on imagination to create new ideas that bring additional value to human activity.*

The vision of the Creative Ireland Programme 2023 - 2027 is to mainstream creativity in the life of the nation so that individually and collectively, in our personal lives and in our institutions, we can realise our full creative potential thereby promoting individual, community and national wellbeing. The Creative Ireland Programme delivers through collaboration and partnership. It promotes understanding of the value of creativity in all its forms – whether through the arts, culture, heritage, creative industries.

The Creative Communities Engagement Officer will be a key member of the Culture and Creativity team responsible for engaging proactively with relevant directorates and personnel, internal and external. The person will report to the Creative Ireland Coordinator in Wexford County Council. The position may from time to time require work to be conducted/completed outside of normal office hours. The position will involve day-to-day administrative duties.

ESSENTIAL REQUIREMENTS FOR THE POST

1. CHARACTER:

Candidates shall be of good character and references shall be sought.

2. HEALTH:

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

3. EDUCATION, TRAINING AND EXPERIENCE ETC.:

Each candidate must, on the latest date for receipt of completed Application forms:

- (i) Hold an ordinary degree (level 7 or higher on the National Framework of Qualifications).
- (ii) Hold a **current** clean full driving licence (minimum Class B), details of which must be entered on the application form.
- (iii) Have significant work experience working in a role relevant to this position in the public sector or independent creative sector. This may involve for example experience from the arts, heritage, libraries, community development, or sustainable economic development.
- (iv) Have demonstrable knowledge of relevant national, regional and local policies and strategies of relevance to culture and creativity in local government, or ability to acquire same.

- (v) Satisfactory knowledge and understanding of the Wexford County region and its socio economic make up.
- (vi) Leadership skills and experience in collaborating and working cross functionally with other teams and stakeholders and the ability to interact with staff at all levels in the organisation.
- (vii) Have excellent interpersonal, communication, presentation and organisational skills.
- (viii) Have strong understanding of the importance of systems, process and structures in enabling efficient delivery of an effective team with the ability to prioritise and multi-task.
- (ix) Be able to demonstrate competence in influencing and negotiating, delivering quality outcomes and the ability to work in direct contact with a diverse range of stakeholders including agencies/bodies, voluntary groups, creative/heritage organisations, libraries and artists.
- (x) Satisfactory ICT skills with comprehensive working knowledge of office productivity tools.
- (xi) Experience of budget preparation and management.

4. 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.

5. CONTRACT DURATION:

This position is joint funded by Creative Ireland and Wexford County Council. Funding is in place until the 31st December 2027.

GARDA VETTING

The successful candidate will be required to co-operate with a Garda vetting procedure and must have Garda clearance.

THE PERSON

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. In addition, the successful candidate will:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position;
- be suitable in all other relevant respects for appointment to the post concerned; candidates, if successful, will not be appointed to the post unless they agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.

DUTIES OF THE POST

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties; these shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

The duties will include, but are not limited to, the following:

- Working with Wexford County Council Culture and Creativity Team to deliver the strategic priorities in Wexford County Council's *Culture and Creativity Strategy 2023-2027* and [Cruinniú na nÓg](#), through an annual programme;
- Liaison with local creatives, artists, organisations and staff across relevant directorates within the local authority to manage the development and delivery of a programme of projects and events. The aim is to encourage increased participation in creative and cultural activities locally;
- Liaison with local creatives, artists, organisations and local authority staff involved in the delivery Cruinniú na nÓg, the national day of creativity for children and young people;
- Support the Creative Ireland Coordinator and Culture and Creativity Team in their objectives including broadening creative engagement locally; enhancing the strategic role of culture and creativity within local government; supporting collaborative actions and links to wider local authority policies of relevance to wellbeing, social cohesion and economic development;
- Support engagement between the local authority and the Creative Ireland Programme centrally including via the Creative Ireland portal;
- Arrange and manage yearly schedule of meetings for the Culture and Creativity Team;
- Attend relevant Creative Ireland Programme quarterly meetings and others as they arise;
- Provide data, briefing and updates to senior managers in Wexford County Council and the Creative Ireland Programme officials as requested;
- Local citizen engagement campaigns through marketing and social media platforms to ensure greater understanding of Creative Communities programme locally.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Wexford County Council.

COMPETENCIES FOR THE POST

Key Competencies for the post 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	Plan and prioritise work and resources effectively. Establish high quality service and customer care standards, particularly with local communities. Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures e.g. ensuring harder to reach communities participate in programmed initiatives
Leading, Motivating and Managing Performance	Lead, motivate and engage employees and local communities to achieve quality results and to deliver on operational plans. Effectively manage Team Performance. Lead by example demonstrating through your own behaviour a clear sense of quality service delivery.
Personal Effectiveness	Takes initiative and seeks opportunity to exceed goals Manages time and workload effectively Maintains a positive, constructive and enthusiastic attitude to the role
Relevant Knowledge & Experience	Has knowledge and understanding of local government structure including service requirements. Understands key challenges facing the local government sector and Wexford County Council Understands the role of a Creative Ireland Engagement Officer Knowledge & Experience of operating ICT systems. Good social media and communication skills

SELECTION PROCESS

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible.

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: recruitment@wexfordcoco.ie no later than the closing date and time of: **5.00pm Thursday, 13th November 2025**

The selection process may include any or all of the following:

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

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 he/she fails to take up the appointment within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie.

CONDITIONS OF SERVICE

1. Tenure:

The post is temporary, whole-time and pensionable.

Persons who become pensionable employees of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their 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 dependent or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their 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 dependent or qualified children) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Probation:

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

- (a) there shall be a period after such appointment takes effect during which such person shall hold such office on probation;
- (b) such period shall be six months but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such office at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

3. Salary:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post 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 employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

SALARY: €51,722 - €61,865 (2nd LSI)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government. Appointees who are not existing public servants will enter at the minimum point of the scale.

4. Hours of Work:

Due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available.

5. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

6. Retirement / Superannuation:

Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid. In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

7. Driving Licence:

When required to do so holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification.

8. 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.

This competition is being run by Wexford County Council. For general queries, please contact the following:

Ronan Griffin
Recruitment Desk
HR Section
Wexford County Council
053 919 6378
E: recruitment@wexfordcoco.ie

Notes for completing the online application form:

- Download the form and save it first.
- Open it with the latest version of Adobe reader.
- You will then be able to type in the form.
- You can only copy and paste small amounts at a time if you are copying from another location.
- Save the document as you go.
- The application does not support bold text or the use of bullet points

Additional Relevant Information

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018,

replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

- **Former Public Service Employees**

Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010, dated 1st November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

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