

WEXFORD COUNTY COUNCIL
POST OF PROJECT OFFICER –
(3 Year Fixed Part-time Contract)
(REDISCOVERING ANCIENT CONNECTIONS – THE SAINTS)
QUALIFICATIONS

1. **CHARACTER:**

Candidates shall be of good character.

2. **AGE:**

Each Candidate who reaches the age of 65 years prior to appointment will cease to be eligible for appointment.

3. **HEALTH:**

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

4. **KNOWLEDGE & EXPERIENCE:**

- a) A practical background in a related discipline for example arts, heritage, destination management.
- b) Project Management experience/skills.
- c) Experience/skills in community engagement.
- d) Have good knowledge and understanding of Information and Communication Technologies.
- e) Be able to work on own initiative, self-motivated with the ability to form partnerships to ensure programs, activities and events take place.
- f) Experience of delivering grant funded projects.
- g) Have excellent interpersonal skills, with excellent communication skills, written and verbal.
- h) Experience of commissioning and managing work with third parties, e.g. working with arts professionals, archaeologists, et cetera.
- i) Marketing skills/experience.
- j) Experience/knowledge of successful mentoring programs.
- k) Must possess a valid driving licence.
- l) Must have a flexible approach to working hours.
- m) Effective time management skills.
- n) Welsh and Irish language skills are desirable.

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PARTICULARS OF EMPLOYMENT

1. The post is a fixed term part-time contract for a three year period.

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 dependant or qualified children).

All persons who become pensionable employees of a Local Authority will 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 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 dependant 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 employee 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 employment on probation;
- (b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment 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. **WEEKLY REMUNERATION:**

The remuneration is €18.43 per hour (22.5 hour week)

4. **WORKING HOURS**

1. Contracted working hours will be based on a **22.5 hour week, three year fixed contract**.
2. Reasonably regular work outside of normal office hours will be required.
3. The Council reserves the right to alter your hours of work from time to time.
4. Overtime, as required by the workload, will be paid in accordance with the Organisation of Working Time Act, 1997. All hours worked will be subject to the provision of the Working Time Act, 1997.
5. The person appointed will be entitled to paid sick leave, in accordance with the Council's policy on sick leave for Employees.
6. Annual Leave will be **18** days per annum, which will be taken in accordance with the Council's Annual leave schedule for Employees.
7. The employment will be subject to the provisions of such regulations as may be made from time to time by the Minister for Housing, Planning and Local Government.
8. This employment will be subject to the Minimum Notice and Terms of Employment Act, 1973 – 1991.
9. The provision of the Safety, Health & Welfare at Work Acts 1989 to 2005 will apply to this employment. In this regard, the person appointed may be required to attend an approved Medical Practitioner for the purposes of any vaccinations that may be deemed necessary.
10. The person appointed may be required to carry a mobile phone at all times for use on official business. The rental cost and the cost of any vouched official calls will be paid by the Council and the appointee will be liable for the cost of any personal calls.

5. **DUTIES & RESPONSIBILITIES:**

This is a fantastic opportunity to play an integral part in helping to deliver an exciting three-year programme of heritage, culture, arts and community-based activity with the aim of increasing overseas visits to Ferns, Co. Wexford, Ireland and North West Pembrokeshire in Wales.

Reporting to the Project Manager, you should have experience in community engagement and project delivery, together with knowledge and passion for the North Wexford and in particular Ferns.

Your role is to be an important part of the public face of the project, overseeing the delivery of specific parts of the project and creating effective networks by engaging with partners, stakeholders and the wider community to ensure inclusive engagement.

The duties of the post are to give to the local authority

- (a) and such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management 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 subparagraph (a) of this paragraph,

under the direction and supervision of the appropriate Director Of Services or any other officer designated by him/her, such services as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties, including the duties of :-

1. Deliver specific work packages within the Rediscovering Ancient Connections Project, ensuring activity takes place as planned.
2. Provide the Project Manager with regular work package update reports.
3. Be a visible 'face' of the project, embedded within the project delivery areas (both Ireland and Wales) engaging with partners, stakeholders and the wider community in these areas to ensure buy-in and to support and encourage their involvement.
4. Work to facilitate and maximise mutual mentoring opportunities across and within the two territories.
5. Assist the Project Manager with the effective dissemination of communications messages to all partners, stakeholders and the wider community.
6. Assist the project manager to facilitate events and workshops as required – this will involve evening and possibly weekend working.
7. Be the public face of the Rediscovering Ancient Connections Project in your area.
8. Oversee the delivery of specific work packages within the Rediscovering Ancient Connections grant funded partnership project.
9. Create networks, engage with partners, stakeholders and the wider community, to ensure that as broad a range of people as possible in both territories are involved in and are engaging with the project.

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 and 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.

6. 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.

7. 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 65 years being the maximum retirement age.

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.

9. RECRUITMENT :

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,
- (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short listing procedure. The number of persons to be invited to interview shall be determined by the local authority.
- (iii) Panels may be formed on the basis of the interviews and language tests (optional - see below). Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel, unless extended, will not exceed 12 months.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

10. PERIOD OF ACCEPTANCE:

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.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER