



Creative Schools Officer

Role Profile

A. Details

Position:	Creative Schools Officer
Grade	Executive Officer (EO)
Whole time equivalent	1 FTE (35 hours per week)
Reports to:	Programme Manager, Creative Schools and/or Manager, Creative Schools
Duration:	Permanent

B. Department & Role Overview

The Creative Schools Officer will play a key role in supporting the Creative Schools to deliver on its objectives and project plans. The Creative Schools Officer will be a member of Creative Schools department and will work closely with all members of the department as well as supporting the work of contractors including Creative Associates.

C. Key Responsibilities

As an Executive Officer:

- Drive and support the values, vision and mission of the Arts Council;
- Have a clear understanding of the Executive Officer role, objectives and targets and how they support the objectives of your Department, the Arts Council's strategic goals and the ten year strategy Making Great Art Work;
- Strive to develop, implement and support new ways of working effectively to meet objectives;
- Actively share information, knowledge and expertise to help the department meet its objectives;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Take responsibility and be accountable for the delivery of agreed objectives;
- Successfully manage and/or support a range of different work streams from the project plan at the same time;
- Practice and promote a strong focus on delivering high performance and service delivery;
- Create and maintain collaborative internal and external relationships; within Creative Schools department and across the Arts Council;
- Utilise and promote project management guidelines and templates.

As Creative Schools Executive Officer

- Contracting/engagement of Creative Associates, to include preparing letters of engagement/contracts, purchase orders and processing invoices and timesheets from Creative Associates, ensuring all relevant documents and requirements are in place, in conjunction with Creative Schools Managers.
- Recruitment and Selection of Creative Associates to include supporting the development of detailed plans and key documents for the recruitment/selection process. Other associated

activities may include identifying relevant promotional channels, dealing with queries and questions from candidates, communicating with panel members, preparation for selection meetings, co-ordinating Garda vetting, carrying out reference checks and dealing with Blackrock Education Centre in relation to agreements and payments to Teacher Creative Associates.

- Training, development and networking for Creative Associates, Creative Schools coordinators and others to include identifying and sourcing venues, supporting the development of training content and materials, communicating with participants, acting as producer for events and analysing and reporting on evaluation forms to inform future events.
- Creative Schools Award to include supporting the development of detailed plans and key documents for promotion, assessment and decision making. Other associated activities may include identifying relevant promotional channels, developing presentation materials, attending workshops/events for potential applicants, dealing with queries and questions from schools, communicating with panel members, preparation of papers for decision making meetings and ensuring decision are recoded and communicated to applicants.
- The development and maintenance of meticulous records in line with Arts Council guidelines.
- Developing content for and supporting the development of the Creative Schools webpages, social media and other press and communication assets ensuring that all information is up-to-date. Liaison with Arts Council communications department to ensure Creative Schools communications needs are well supported.
- Communication: responding to correspondence, phone calls and emails; planning agendas, organisation and minuting of meetings; ensuring records and files are accurate and up to date; ensuring effective communication with colleagues; preparing itineraries and organising travel; collation and dissemination of information; support for and attendance at internal and external events where required; maintenance and regular updating of project data including stakeholder and contact information.
- Working with and supporting the Creative Schools department in the achievement of other elements of the Creative Schools project plan, as required.

D. Skills Knowledge and Experiences

- A minimum of two years' experience in a similar role;
- A proven track record in project management;
- Experience in dealing with invoicing, payments and other financial tasks;

- Excellent analytical skills and attention to detail skills, including the ability to gather, analyse reports and plans, to engage in critical analysis and express complex information in a clear, concise way;
- Excellent ICT skills and ability, which must include MS Office, in particular Outlook, Word, Excel and PowerPoint;
- Excellent interpersonal skills, including the ability to be discrete, diplomatic and empathetic;
- Ability to forward plan and anticipate needs, to work effectively as a member of a team and to work on her/his own initiative;
- Excellent customer focus, verbal and written communications skills and the ability to be confident dealing with both internal and external customers and key stakeholders;
- A demonstrated commitment and ability to contribute positively to the team and to effective ways of working;
- Flexible and enthusiastic in the context of working in a busy and demanding department;
- A commitment to high standards of public service;
- Ideally have Irish language, verbal and written skills, although this is not an absolute prerequisite for the role.