

**Resource Worker**  
**LWETB Music Generation Westmeath**  
**(Three Year Fixed Term)**

**JOB DESCRIPTION**

<b>Job Title:</b>	Resource Worker, Music Generation Westmeath
<b>Purpose of Job:</b>	To assist LWETB with the delivery, day-to-day operation, and promotion of Music Generation Westmeath and all associated activities.
<b>Responsible to:</b>	Chief Executive/Director of Schools/Music Generation Development Officer/Delegated Officer.
<b>Hours of Work:</b>	35 hours per week in a flexible manner which may include evenings, weekends, and other times, in accordance with the programme needs.
<b>Location:</b>	Mullingar, Co. Westmeath.
<b>Remuneration:</b>	Remuneration for this post will be in line with all Department of Education relevant Circular Letters.
<b>Salary Scale:</b>	Starting Point on scale is €33,307

**PERSON PROFILE**

**We are seeking candidates who:**

- Demonstrate an understanding of effective individual and group performance music education pedagogy
- Work effectively as an individual and as part of a team in both performance music education and administration
- Demonstrate a passion for performance music education and a commitment to their own continuing professional development
- Show an understanding of the wider music landscape in the midlands and associated links with national plans and programmes
- Work positively to promote the goals of performance music education
- Demonstrate a track record in the provision of a range of skills and services in music education to ensure candidates viability in a full-time role

## **DUTIES**

Reporting to the Music Generation Development Officer/Delegated Officer, the Resource Worker will have responsibility for delivery of performance music education as well as day-to-day administration of the music education programme. Duties shall include, but are not limited to:

## **PERFORMANCE MUSIC EDUCATION**

- Delivery of up to 20 hours of performance music education per week during term time and at other times as directed by the Director of Schools/Delegated Officer (in person and/or online, as required)
- Programme planning, development and design, incorporating different performance music education styles, including online programme design and delivery as required
- Assisting with the preparation and set up of group music classes, holiday camps, ensemble sessions (etc.) as necessary
- Attendance at and engagement with Professional Development and training

## **ADMINISTRATION**

- The Resource worker will also undertake a key role in the organisation and administration of Music Generation Westmeath programmes including:
- Collating musician teaching schedules
- Monitoring and updating with partners and schools
- Providing event and project management support as required
- Supporting provider, partner, and other network meetings, where required
- Instrument Bank development and management including maintaining instrument and resource inventory.
- Contributing to the maintenance of organisation databases
- Contributing to regular communications with musician educators, partner stakeholders, and other organisations
- General Office duties, including filing, copying, organising as well as general office communications: answering email and telephone enquiries
- Financial administration and recording: itemising incoming payments, issuing invoices and receipts as appropriate.

## **COMMUNICATIONS**

- Assisting with the preparation and distribution of press/communications and publicity material relevant to the work of Music Generation Westmeath
- Assisting with photography/recording of rehearsals/concerts for archives and promotional use.
- Promoting Music Generation Westmeath through relevant communication channels including social media.
- Dealing with day-to-day enquiries from members of the public, acting as a point of contact with the public and users of the service, processing enquiries and other requests for information.

## **OTHER DUTIES**

- Undertake other duties as LWETB builds capacity in the area of music education which may include the provision of, support for, and working with internal committees, external stakeholders, and partner organisations.
- Undertake other duties at the direction of the Director of Schools/Delegated Officer, as required, to ensure the success of Music Generation Westmeath and its financial viability.
- Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.

## **Role and function of Resource Worker**

Several key competencies have been identified as being essential for the effective performance of the role and function of the Resource Worker:

- Organisation and Planning
- Performance Music Education
- Interpersonal and Communication Skills
- Self-Awareness and Self-Management Skills

Outline ONE example where you have displayed each of these competencies (no more than 200 words per competency) on the application. The example may be drawn from your experience in various settings including professional, social, sporting, or voluntary.

### **Organisation and Planning:**

- Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of available resources and delivering on objectives despite multiple or conflicting demands.

### **Performance in Music Education:**

- Programme planning, development, design and delivery.

### **Interpersonal and Communication Skills:**

- Engage and communicate in a professional and appropriate manner with all stakeholders.

### **Self-Awareness and Self-Management Skills:**

- Is self-aware and has the capacity to self-manage and develop personally and professionally.

## **Shortlisting:**

LWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

### **Interview:**

Selection shall be by means of a competency-based interview conducted by LWETB. Interviews may take place via video conference due to current restrictions as a result of COVID- 19 pandemic. Candidates will be provided with further details if successful at each stage.

### **Citizenship Requirement:**

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non- EEA nationals with a valid work permit. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, and Norway. Swiss citizens under EU agreements may also apply.

### **Health and Character:**

Those under consideration for a position will be required to complete a health and character declaration and a Garda Vetting Form.

## **Person Specification**

Essential	Desirable
<b>Personal Circumstances</b> <ul style="list-style-type: none"> <li>• Available to work weekdays</li> <li>• Available to work some evenings and occasional weekends</li> </ul>	
<b>Education &amp; Previous Experience</b> <ul style="list-style-type: none"> <li>• An appropriate third level qualification in music and/or music education and/or equivalent quantifiable experience</li> <li>• Have a minimum of three years' experience as a Musician Educator in a similar/equivalent setting</li> <li>• Have a track record in the provision of a range of skills and services in music education to ensure viability in a full-time role</li> </ul>	<ul style="list-style-type: none"> <li>• A post graduate qualification in arts administration or media</li> <li>• Have excellent reporting skills, both written and verbal</li> <li>• Demonstrate competency in the use of computers as an administrative tool. ie word processing, database, spreadsheets</li> <li>• Have experience in social media and music promotion</li> </ul>
<b>Characteristics/Attributes</b> <ul style="list-style-type: none"> <li>• Be a motivated, accomplished, reflective musician with demonstrative skills in at least one instrument/voice</li> <li>• Have a proven track record in delivering to a high standard in at least one group performance music education context or genre</li> <li>• Excellent communication skills, written telephone and interpersonal. Demonstrate the ability to plan, manage and deliver all areas of work in a thorough and organised manner</li> <li>• Have a full current driving licence with access to own transport</li> </ul>	<ul style="list-style-type: none"> <li>• Have experience of leading youth ensembles</li> <li>• Be a self-directed worker with demonstrated ability to work on own initiative as well as part of a team</li> </ul>

### Application and selection process:

- Completed application forms should be submitted through [www.etbvacancies.ie](http://www.etbvacancies.ie) not later than **1.00 p.m. on Monday 17<sup>th</sup> April 2023**.
- Provisional date for interviews is week ending 5<sup>th</sup> May 2023. However, interviews will be scheduled for as soon as is reasonably practicable post-closing date.
- Interviews may take place via video conference due to current restrictions as a result of COVID- 19 pandemic. Candidates that are selected for interview will be supplied with guidelines in this regard.
- Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time.
- The application form, when completed, should be returned online at [www.etbvacancies.ie](http://www.etbvacancies.ie). Please note by submitting online an automatic message will be issued to your etbvacancies account to confirm receipt of your application form. This should not be taken as confirmation that the submission is a valid application. If you do not receive a confirmation message via your portal within two days, please email [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie) **prior to the closing date**.
- It is the responsibility of the candidate to ensure that the application form is received before the stated deadline. Any technical difficulties encountered by the sender when submitting an application, are not the responsibility of LWETB.
- Candidates should read this guide carefully.
- Your application will be assessed on the information you submit.
- Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications will not be considered.
- Shortlisting may apply.
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on agreed predetermined criteria.
- Canvassing by or on behalf of the applicant will disqualify.
- **Late applications will not be accepted.**
- All enquiries regarding your application should be made to [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie) using the post reference in the subject line of the email.
- LWETB may contact the named referees and / or employers for a reference should you be successful at interview without prior notice to candidates
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally

be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.

- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Longford and Westmeath ETB is an equal opportunities employer.
- Further information on LWETB including details of our schools, centres for education and programmes can be found on our website [www.lwetb.ie](http://www.lwetb.ie)

### COMPETENCY BASED APPLICATION FORM

#### **PLEASE READ ALL NOTES ATTACHED PRIOR TO COMPLETING THIS COMPETENCY BASED APPLICATION FORM**

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievement to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Leadership, Analysis and Decision Making, Commitment to Public Service Values).

**ALL QUESTION AREAS ON THIS APPLICATION FORM MUST BE COMPLETED. INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED.**

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what YOU have done which demonstrates this skill or quality. It is essential that you describe how YOU demonstrate the skill or quality in question.

You are advised to structure what you write so that you give specific information about what YOU have done – for example, do not simply say “X was successful”, you should describe exactly what YOU did and how YOU demonstrated the skill or quality in question.

For each example please include the following:

- a) The nature of the task, problem, or objective
- b) What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)
- c) The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome

Please do not use the same example to illustrate your answer to more than two skill areas.

**PLEASE NOTE:** if you are called for interview, the Board may look for additional examples of where you demonstrated the skills required for this post so, you should think/prepare a number of examples of where you demonstrated each of the skills.