

## Open call Engagement Coordinators panel

**We are seeking to appoint a panel of Engagement Coordinators to help achieve our ambitious aims to connect the citizens of Dublin through culture and conversation.**

**Closing date for applications: Monday 15 November 2021**

### About the panel

We are looking for individuals to work with our Engagement team who share our belief in activating and empowering cultural experiences for individuals at a local level. This panel will be key to delivering our engagement and community consultation programmes, and will work closely with our Creative Engagement and Visitor Experience departments and the wider Dublin City Council Culture Company teams.

The Engagement team plays a central role in the Culture Company's work. As an Engagement Coordinator you will help to activate our values throughout your work, connecting with people and communities across the city. Through our public consultation programmes you will listen and learn about what matters to people across the city through informal facilitated conversations. You will help to deliver a number of key programmes for the company including *Tea & Chats*, *Culture Club*, *Your Tenement Memories* and our schools outreach and education programmes.

The Culture Company will appoint a panel of Engagement Coordinators who will be contracted to a project or function within the company via a contract for service.

Appointment to the panel is for a maximum period of 2 years commencing 1 December 2021 until 30 December 2023. Members of the panel will be offered projects and roles as they arise.

We would be interested to hear from anyone who can demonstrate the necessary interest, skills, knowledge or experience as per the requirements detailed below. We encourage applications from individuals from varied and diverse backgrounds and experience.

### Our Engagement programmes

As an Engagement Coordinator you will work alongside other Engagement Coordinators to facilitate and deliver our *Tea & Chats* (public consultation) programme. You will also work to

support the facilitation of *Culture Club* sessions, participating in the development and delivery of specialised childrens, schools and educational programmes with the Creative Engagement and Visitor Experience teams and possibly other creative engagement projects and programmes across the company.

## **Tea & Chats**

*Tea & Chats* is an ongoing programme of informal and open conversations over a cup of tea with people about what matters to them. By listening and connecting, we can build relationships, collaborate and suggest ways for people to embark on their own cultural adventures. You will:

- Be responsible for ensuring that the informal nature of *Tea & Chats* continues to make possible honest conversations, where people feel comfortable to share their ideas, reflections and desires for their local area, their community, and their city.
- Ensure that your *Tea & Chats* are run efficiently and effectively so that the conditions are created to activate and empower people through their participation and facilitate ongoing engagement with Culture Company projects and programmes. You will work to deliver highly engaging and welcoming events that enable people to connect with each other and with culture in their local areas.
- Provide regular updates and reports as per templates and guidelines provided, and maintain and develop our company database.
- Build and develop relationships with participants and partners to identify further opportunities for cultural engagement.

## **Culture Club**

*Culture Club* is a series of hosted talks and tours that introduce and encourage people to connect with the cultural spaces of the city. We invite people to see, experience and learn about cultural places and opportunities throughout Dublin. Working closely with our partners, we open up new ways for people to access cultural activity more easily and confidently in order to develop and expand their cultural habits. You will:

- Host and deliver highly engaging and welcoming events (in person and online) that enables people to connect with the cultural content and spaces of the city, working closely with our partners and the tours they provide.
- Create the conditions for group conversations following Culture Club activities, where people feel comfortable to share their ideas and reflections.
- Provide regular updates and reports from these events as per templates and guidelines provided, and maintain and develop our company database.
- Build and develop relationships with participants and partners to identify further opportunities for cultural engagement.

## **Your Tenement Memories**

Your Tenement Memories is a series of ongoing conversations and events with people across the city that gathers memories of tenement life in Dublin for *14 Henrietta Street*. By listening and learning, we preserve and share stories and connect people to the heritage

of our city. You will:

- Host and deliver highly engaging and welcoming events (in person and online) that enable people to share their stories of tenement life in Dublin
- Gather, document and record conversations in line with best practice and museum standards for inclusion in the Museum's oral history collection.
- Create the conditions for conversations where people feel comfortable to share their memories and reflections.
- Provide regular updates and reports from these events as per templates and guidelines provided, and maintain and develop our company database.

### **Venue programmes (14 Henrietta Street & Richmond Barracks)**

14 Henrietta Street is a social history museum of Dublin life, from one building's Georgian beginnings to its tenement times. We connect the history of urban life over 300 years to the stories of the people who called this place home.

Richmond Barracks is a building of historical importance located in Inchicore. It is home to a library, garden, cafe and *Culture Connects*, a programme of cultural activities that celebrate the experiences and interests of the local communities and people. As a year-round programme it invites people in Dublin to try out new things, make and create together, to share ideas, and connect through culture and conversation.

You will:

- Participate in the development, delivery, administration of history and heritage programming for general audiences and also children, young people and families.
- Support the delivery of schools and educational programmes.
- Identify recurring themes from your engagement that the programming team can explore and respond to.

## **Key responsibilities of engagement coordinators:**

### **Engagement & Participation**

- Identify, approach and build relationships with potential individuals, groups, organisations or networks across Dublin City Council administrative area to participate in *Tea & Chats*.
- Coordinate, organise, host, facilitate and report on *Tea & Chats*, *Culture Club*, *Your Tenement Memories* and any other online or in person events you are involved in.
- Contribute with new ideas to connect with more people and to allow us to deliver programmes that create a positive impact on the groups and individuals that take part in them.

- Manage, mediate, and engage positively with all the different stakeholders and the public including connections and relationships within the City and communities.
- Attend Engagement Team meetings and any other meetings within the company where the Engagement Team is needed.

### **Administration**

- Complete and file all reports in a timely fashion. Prepare information as agreed to provide regular updates as agreed to incorporate into ongoing development of programmes and projects within the Company.
- Ensuring that all documents and information generated as part of your work are saved and correctly filed in our G-Drive folders and Insightly, the company CRM. Information must be accessible and available to the team as we work to refer people into other opportunities to connect with culture and participate in their own way with other programmes and places

### **General**

- Prepare and provide information as required, which may be used for communication, marketing and promotional opportunities that may arise; support public awareness campaigns for your assigned work and Dublin City Council Culture Company overall.
- Ensure compliance with your contractual obligations, appropriate Health and Safety requirements as set out by Dublin City Council Culture Company, and adherence to financial procedures, and specific policies as shared with you by the Company.
- Communicating the work of Dublin City Council Culture Company, its vision, mission and values, to all you come into contact with and carrying out your duties in accordance with these.

### **Role requirements**

The ideal person for this role will have:

- Evidence of a strong and proven belief in and enthusiasm for activating and empowering cultural and community experiences at a local level.
- Evidence of a minimum of two years relevant or transferable experience.
- A proven track record of successfully coordinating and delivering people-focused consultation or engagement processes (which may include cultural or community projects - or similar).
- Ability to plan, organise, to work independently, and to work to deadlines, with flexibility around working hours.
- A good understanding of GDPR, and its implications for community engagement and consultation.
- Proficient IT skills (including G Suite, CRM, Ticketsolve etc.) or equivalent experience demonstrating the ability to learn.
- Excellent communication and interpersonal skills.

- An understanding of the work of Dublin City Council Culture Company and its ambitions.

## Panel summary

<b>Panel:</b>	Engagement Coordinator
<b>Panel Contract Details:</b>	<p>Appointment to the Panel is for a maximum period of 2 years; 1 December 2021 - 30 December 2023.</p> <p>Individual projects will be offered based on skills and experience outlined during application. Project offers will include a complete written brief on the specific project and fee offer relevant to the project.</p> <p>Panellists have the right to accept or decline project officers as they arise.</p> <p>Each individual contract offer will include a time commitment and fee. For clarity, this means that successful panellists may receive project offers that are full-time or part-time for a given period and they may be short-term or long-term in duration.</p> <p>The maximum value of a single or combination of Contract for Service offered to anyone on the panel for any given 12 month period will be no more than €24,000 ex VAT.</p> <p>No contract will be issued without proof of tax clearance. The award of a Contract for Service for any project does not confer exclusivity.</p>
<b>Location:</b>	Dublin City Council Culture Company HQ, 14 Henrietta Street, Dublin 1 and Richmond Barracks, Inchicore, Dublin 8 and on location with partners, participants across the City.

## How to apply

Applications are now invited from applicants who meet the role requirements detailed above. Applications must include the following 3 items :

- CV (including the names and contact details of two referees who will only be contacted if a contract for service is offered)
- A letter (no more than 2 pages) citing how your specific skills, knowledge and previous experience relate to this role specification and requirements.
- A one page letter outlining why you would like to work with the Culture Company.

Completed applications should be sent by email only to [recruitment@dublincitycouncilculturecompany.ie](mailto:recruitment@dublincitycouncilculturecompany.ie) with "Engagement Coordinator" in the subject line.

Applications received after the closing date and time will not be accepted.  
Closing date for this application is midnight on **Monday 15 November 2021**.

The information supplied in your application will be reviewed against the role requirements set out in this notice by a panel. Dublin City Council Culture Company reserves the right to short-list candidates for interview. Interviews will be held in person during the week beginning Monday 29 November 2021.

Garda vetting is mandatory for successful panellists, and you must be cleared by the National Vetting Bureau before the work can commence. The successful panellist will also be required to attend Child Protection and Disability Equality Training. It will not be possible to provide application process feedback to unsuccessful applicants.

Please note that Dublin City Council Culture Company is committed to developing policies and practices ensuring that accessibility, Universal Design and reasonable accommodation for people with disabilities are taken into account. Dublin City Council Culture Company is an equal opportunity employer. [Please see our Equal Opportunities Policy here.](#)

Please note that both the museum at 14 Henrietta Street and Richmond Barracks are Part M access compliant, and the offices of Dublin City Council Culture Company in both have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants.

Interviews will take place in person. We are committed to respecting and protecting your privacy. We keep several kinds of personal data about our prospective employees so we can manage the recruitment process effectively and efficiently and meet our legal obligations. [Please see our Privacy Notice for Job Applicants here.](#)

## About Dublin City Council Culture Company

Established in March 2018, Dublin City Council Culture Company runs cultural initiatives and buildings across the city for, and with, the people of Dublin.

Collaborating with citizens, communities, cultural organisations, businesses, and Dublin City Council itself, the company's work is focused on embedding cultural experiences and increasing cultural participation throughout Dublin's neighbourhoods. We connect people

and communities through culture and conversation. When people feel connected to their local area they feel safer and stronger, and are healthier.

For more information, see [www.dublincitycouncilculturecompany.ie](http://www.dublincitycouncilculturecompany.ie)

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