

CALL FOR PANEL OF ENGAGEMENT COORDINATORS

Deadline for applications is 5pm Tuesday 16th April 2019

Dublin City Council Culture Company is seeking to appoint a panel of Engagement Coordinators. The panel will be offered projects for development and delivery as they arise across the period June 2019 - June 2021, and will be contracted to that project via a Contract for Service.

We run a series of multi-faceted creative engagement programmes which have a significant track record of impact in communities across the city. The raw material for all projects and their development comes from our ongoing engagement and consultation with the people of Dublin, connecting individuals through culture and conversation. This panel of Engagement Coordinators will be key to activating our values by helping to deliver innovative and inspirational projects.

We would be interested to hear from anyone who can demonstrate the necessary skills, knowledge and experience - be that gained through the arts, sciences, education, community or any other settings. To this end, we encourage applications from individuals from varied and different sectors with diverse backgrounds and experience. Importantly, we are looking for creative and communicative individuals who share in our belief in activating and empowering cultural experiences for individuals at a local level.

Context

About Dublin City Council Culture Company

Established in March 2018, Dublin City Council Culture Company runs cultural initiatives and buildings across the city on behalf of Dublin City Council and 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. Current engagement projects include Tea & Chats, Culture Club, 14 Henrietta Street, The National Neighbourhood, Culture Near You, and Heart of the City, although engagement is at the heart of every project we work on.

The Board of Directors has overall responsibility for the governance of the Dublin City Council Culture Company. A Cultural Advisory Group and Heritage Advisory Group, including leading arts, cultural, and academic stakeholders supports and informs the activities of the Culture Company.

Our Vision - A Dublin where culture connects everything and everyone.

Our Mission - Connecting people through culture and conversation, to generate experiences, to ignite imaginations, to inspire actions.

Our values

- Participation & Engagement
 - We make culture 'real'; connecting, activating and empowering people to use their imagination and creativity.
- Partnership
 - We are stronger together. We act as a catalyst, bringing different people and organisations together to grow knowledge, understanding and respect.
- Relevance
 - We aim to embed culture in everyday life because we believe culture is central to human development and quality of life.
- Capacity Building
 - We want to develop skills and activate new ways of working that enable everyone to create more cultural opportunities.
- Quality
 - We do all this in the best way possible. We access and use skills, experience, and knowledge to build impact, sustainability and quality into every project.

Role Specification

Our Engagement Coordinators will be assigned to various activities or projects that aim to activate and empower cultural experiences at a local level. These include our ongoing programmes such as Tea & Chats, Culture Club, Culture Near You, 14 Henrietta Street engagement & programming, as well as new Dublin City Council Culture Company engagement projects.

A key element of our engagement activity is our people focus. Our approach is based on open consultation processes, centered on active listening, which enables open and honest conversations where people feel comfortable to share their ideas, reflections, concerns and desires for their local area, their community, and their city.

The role of Engagement Coordinator means you will organise, facilitate and host engagement activities which may include workshops, listening sessions and other types of creative consultation. You will be responsible for ensuring projects run professionally, efficiently and effectively so that the conditions are created to activate and empower people as much as possible through their participation.

Services sought include, but are not necessarily limited to, the following:

Engagement & Participation Development

- Develop and/or implement multi-faceted and creative cultural engagement programmes or projects, working with individuals and communities, local area groups and audiences across the City, supporting our cultural programmes and cultural buildings including 14 Henrietta Street and other sites as they come on stream.

- The work will include facilitating workshops, leading and supporting conversations and other forms of engagement. The delivery of this work will necessitate travel throughout Dublin city.
- Build relationships and relevant contacts at the local level with citizens, community groups, and potential participants and partner organisations.
- Build awareness of our work and augment the design and delivery of our projects so that we can constantly reach more people and broaden access.
- Ensuring projects run professionally, efficiently and effectively so that the conditions are created to activate and empower people through their participation.

Project Management & Delivery

- Work collaboratively to support, co-design and/or deliver projects that are innovative and inspirational.
- Manage, mediate, and engage positively with the different stakeholders and partners to our projects and to Dublin City Council Culture Company.
- Provide updates and reporting from these projects as directed as per templates and guidelines provided.
- Be part of a wider team of engagement coordinators working to deliver other projects and programmes as part of Dublin City Council Culture Company.
- Work in line with best practice and Dublin City Council Culture Company Child Protection, Data Protection, and Health and Safety policies and ensure compliance with all financial, contractual, legal procedures.

The Ideal Person For This Role Will Have...

- A strong and proven belief in activating and empowering cultural experiences at a local level.
- A proven track record in the successful coordination and delivery of people-focused consultation or engagement processes, possibly including cultural or community projects, or similar.
- A minimum of two years relevant or transferable experience, which must include strong examples that demonstrate their capacity for this role.
- Excellent administrative and organisational skills, including experience of cloud-based collaborative tools (or demonstrable skills with other up-to-date IT solutions).
- Excellent communication and interpersonal skills.
- An understanding of the work of Dublin City Council Culture Company and its ambitions.
- An ability to work as part of a team and with a wide group or participants, partners, stakeholders, and artists.
- A willingness to work flexibly (some events take place at evenings and weekends and in locations across the City).

Key Contract Details

- Appointment to the panel is for a maximum period of two years.
- Individual projects will be offered based on the skills and experience outlined by the successful panelist during application. Project offers will include a complete written brief on the specific project and fee offer relevant to that project.
- Panelists have the right to accept or decline project offers as they arise.
- Each individual project offer will include a time commitment and fee. For clarity, this means that successful panelists 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.
- The maximum value of a single or combination of Contract for Service offered to any Engagement Coordinator on the panel for any given 12 month period will be no more than €24,000 ex VAT.
- No contract will be issued without proof of tax clearance, and/or VAT registration number where applicable.
- This specification does not constitute an offer or commitment to enter into a service contract, and no contractual rights shall exist until a formal written Contract for Services has been executed by Dublin City Council Culture Company for the relevant project.
- The award of a Contract for Service for any project does not confer exclusivity on the successful panelists unless expressly stated.

Application Details

Applications should include the following:

1. A cover letter (no more than two A4 pages), which should:
 - Explain your motivation to be involved in the work of Dublin City Council Culture Company.
 - Clearly cite your specific skills, knowledge and experience that match or can be mapped onto the role specification above.
2. A full CV

Key Criteria

Applications will be assessed based on the following criteria:

- Evidence of a strong and proven belief in and enthusiasm for activating and empowering cultural experiences at a local level.
- Evidence of a minimum of two years relevant or transferable experience
- A proven track record in the successful coordination and delivery of people-focussed consultation or engagement processes which may include cultural or community projects, or similar.
- Demonstrable excellent administrative and organisational skills, including experience of cloud-based collaborative tools (or other up-to-date IT solutions).

Completed applications should be sent by email only to recruitment@dublincitycouncilculturecompany.ie with "Engagement Coordinator Panel" in the subject line. Queries can also be addressed by email to the Head of Engagement.

Deadline for applications is 5pm Tuesday 16th April 2019.

Applications will be reviewed by a panel including Dublin City Council Culture Company Head of Engagement Aalia Kamal and two further panelists (one external) based on the criteria as set out in this notice. Shortlisted applicants will be invited to interview, which will take place on the week commencing 6th May 2019.

Panel appointments will be communicated no later than the 21st May 2019. Project offers will follow as they arise across the period June 2019 - June 2021.

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. For more information on our Equal Opportunities Policy, please see [here](#). Please note that 14 Henrietta Street the museum is Part M access compliant, and the offices of Dublin City Council Culture Company have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants. Interviews will take place in an accessible location.

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. For more information please see our Privacy Notice for Job Applicants [here](#).