



**Music Generation Offaly**

**Music Development Officer**

**5 Year Fixed Term Contract**

**Job Description**

**Job Title:** Music Generation Offaly - Music Development Officer

**Location:** The role of Music Generation Offaly Music Development Officer will be primarily based in Tullamore

**Hours of Work:** 35 hours per week, required during normal ETB office hours and

at such other times as are necessary for the delivery of the Music

Generation Offaly

**Remuneration:** Remuneration for this post will be in line with all Department of Education relevant Circular Letters.

**Salary Scale:** €51,527 - €62,950

**PERSON SPECIFICATION**

Laois & Offaly Education and Training Board (LOETB), as Lead Partner for Offaly Local Music Education Partnership, seeks to employ a Music Generation Development Officer to implement its plans for the provision of performance music education for children and young people in Co. Offaly.

We are seeking a skilled professional with significant experience in music development and/or music education or a relevant artistic field, who has a combination of initiative, rigour, excellent interpersonal and leadership skills and a passion for music. This position requires a hard-working and efficient individual with a demonstrable track record of achievement and delivering results.

The ideal candidate will have a breadth of experience and understanding of performance music education[[1]](#footnote-1) across a range of ages, genres of music and contexts, and must have quantifiable and relevant management and financial experience in project planning/delivery and/or developmental initiatives. There is the potential, subject to qualifications and experience, and the needs of the role, for the Music Generation Development Officer to be involved in the delivery of some programmes; however this is not mandatory.

The role of Music Generation Development Officer offers a unique opportunity for someone dynamic to join LOETB at a time of exciting change in the music education landscape in Ireland.

**ESSENTIAL CRITERIA**

**To qualify for appointment candidates must have:**

* A professional qualification in music or music education and/or a relevant Level 7 qualification (e.g. music degree, arts management, business management, etc.) and/or a proven track record of at least three years’ experience in music development, music education management, or another relevant artistic field
* Experience of leading and developing musician/artistic and administrative teams
* Management experience in project planning and delivery and/or developmental initiatives
* Full current Driving Licence with access to own transport

**DESIRABLE CRITERIA**

**Candidates should have:**

* An excellent understanding of performance music education, music, arts and education policies and the local music/music education sector
* A track record of playing a key role in actively developing and sustaining strategic partnerships. An understanding of or experience in working in a large public sector organisation would be an advantage
* Management and administration experience, including strong financial and budget management
* Experience of preparing reports, statistical information, and meeting other reporting requirements
* Excellent communication skills, including written, verbal, and digital

**CORE COMPETENCIES REQUIRED:**

**Leadership, Initiative and Managing Teams**

* Possess excellent leadership capability with the capacity to champion, energise, motivate and manage teams, deliver successful results and make things happen
* Have a track record in delivering successful results in an arts-related field
* Understand that the delivery of high-quality performance music education is the core business of Music Generation Offaly and demonstrate the willingness and ability to lead and manage individuals and teams to achieve this;

**Drive, Commitment and Delivery of Results**

* Be a highly-motivated and diligent individual, with a passion for and commitment to music education
* Demonstrate the ability to use, and to manage others in using, a range of resources, supports and processes to ensure the effective and efficient running of the Music Generation Offaly programme;

**Leading Effective Partnerships and Networks**

* Demonstrate the capacity to foster positive strategic relationships, communicate effectively and create synergies with a variety of stakeholders
* Be a strategic thinker with a high level of proficiency in planning and organisation and a natural capacity to manage a busy and varied role;

**Managing and Developing Initiatives and Programmes**

* Demonstrate the skills to take on and respond to a broad and long-term view of the development needs of the Music Generation Offaly programme
* Have an entrepreneurial mind-set, with strong financial experience and an aptitude for the challenges of achieving success
* Have a knowledge of developing practice in music education nationally and internationally, and a breadth of experience and understanding of performance music education across a range of ages, genres of music and contexts;

**Self-Awareness / Self-Management**

* Have a high level of motivation and passion for this job, a strong understanding of the role, and a clear and convincing rationale for seeking the position
* Be a reflective thinker, consistently review own performance and set self-challenging goals and targets

**JOB DESCRIPTION**

**Background to the establishment of Music Generation Offaly**

Music Generation Offaly is a performance music education programme in Co Offaly providing access to a range of vocal and instrumental music opportunities for children and young people in their local area.

Music Generation Offaly Westmeath (MGOW) was established in 2013 as a two-county Local Music Education Partnership Area (LMEP), comprising Laois & Offaly ETB, Longford & Westmeath ETB, Westmeath County Council and Offaly County Council as Lead Partner.

Over the past nine years the programme has grown substantially. In preparation for its new 5-year phase of development, a strategic review was undertaken to examine in detail the two-county model from structural, governance, finance and resources, operations, workforce, partnership, local factors, and programming perspectives.

Based on the findings and recommendations of this review, in order to secure the longer-term quality, growth and sustainability of Music Generation in Co. Offaly and Co. Westmeath a re-structuring of the current two-county model into two distinct LMEP Areas is in process. The lead partner for Westmeath Music Generation will be Longford & Westmeath ETB while the lead partner for Offaly Music Generation will be Laois & Offaly ETB. The position of a full-time Development Officer for Music Generation Offaly is a new role within LOETB that has been created in response to the new restructuring arrangements.

Currently a range of programmes are delivered across Co. Offaly. Strong partnerships have been built up with local primary and secondary schools, community and youth work settings through a wide range of vocal, instrumental, music technology and ensemble programmes. Further information about Music Generation Offaly / Westmeath is available here:

[Welcome | Music Generation Offaly Westmeath](https://www.musicgenerationoffalywestmeath.ie/)

[Music Generation Offaly Westmeath | Facebook](https://www.facebook.com/musicgenerationoffalywestmeath)

Music Generation Offaly is a part of [Music Generation Ireland](https://www.musicgeneration.ie/) - A Music Network initiative co-funded by U2, The Ireland Funds, the Department of Education and Local Music Education Partnerships (LMEPs). Locally, Music Generation Offaly is supported and funded by LOETB and Offaly County Council.

**Duties**

The Music Generation Development Officer has overall responsibility for delivering the Music Generation Offaly programme. Duties shall include, but are not limited to:

***Programme Development***

* Drive the artistic and developmental vision of Music Generation Offaly and ensure that it is focused on delivering high-quality experiences and outcomes for children/young people
* Generate participation among children/young people
* Based on the Music Generation Offaly’s 5-year plan (forthcoming), devise and deliver annual plans for Music Generation Offaly

***Leading and Managing a team of Musician Educators***

* Participate in the engagement and recruitment of the Music Generation Offaly team of musician educators
* Lead, motivate and manage musician educators in the design, development and delivery of a range of performance music education programmes of high artistic and educational standards in response to local need and context
* Plan and manage, on an ongoing basis, a range of professional development and training supports for these musician educators which supports and cultivates a community of learning

***Leading and Managing Administration Support***

* Line manage the Music Generation Administrator role
* Establish and oversee effective data management systems such as student records, musician educator records, attendance, purchasing and spending procedures, and timetables

***Strategic Partnership Development***

* Build and develop strategic partnerships and close working relationships with a network of stakeholder agencies, organisations, groups and individuals within the public, private, community and voluntary sectors

***Public Awareness***

* Raise public awareness about Music Generation Offaly through a variety of channels and media

***Finance and Compliance***

* Overall responsibility for budget management, including procurement
* Identify and access additional sources of locally-generated matched funding
* Financial and compliance reporting to LOETB and the Music Generation National Development Office
* Asset management
* Ensure compliance with Child Protection regulations, including Garda Vetting

***Monitoring, Evaluation, and Reporting***

* Work closely with and report on a regular basis to Offaly Local Music Education Partnership and Working Group
* Monitor and evaluate progress and development on a continuous basis and ensure standards as set by Offaly Local Music Education Partnership and the Music Generation National Development Office are being reached
* Compile indicators and complete progress reports for Offaly Local Music Education Partnership and the Music Generation National Development Office

***Participation in the National Programme of Music Generation***

* Work with the Music Generation National Development Office in developing Music Generation Offaly
* Actively participate in the Leadership Network (the professional learning network for Music Generation Development Officers nationally)
* Work with Music Generation National Development Office on public awareness and advocacy initiatives.

***Other Duties***

* Undertake other duties at the direction of LOETB, as required, to ensure the success of Music Generation Offaly. Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.

**Recruitment**

**The Shortlisting Process**

It is important to note that while you may meet the essential qualification(s) and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, LOETB may decide to employ a shortlisting process to select candidates for interview.

During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.

Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those who were shortlised demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.

Each recruitment competition is independently asssessed by the short-listing board and considered in the context of the needs of the specific position advertised.

**Interview**

Candidates invited for interview may be required to give a presentation outlining their approach to the role of Music Generation Development Officer and their ideas regarding further development of the Music Generation Offaly programme

1. *Music Generation focuses on the provision of performance music education – that is, the breadth of vocal and instrumental learning in all genres and styles of music. This includes all pedagogical approaches and practices appropriate to particular musical cultures and traditions, and is delivered by professional musician educators. Recognised by the Department of Education and Skills as non-mainstream music education, performance music education complements and enriches – but does not replace – the mainstream music curriculum provision of the formal education system.* Music Generation Strategic Plan, 2016 - 2021 [↑](#footnote-ref-1)