



**Comhairle Contae
Dhún na nGall**
Donegal County Council

PEACE IV History Project Coordinator

(Temporary Contract)

Information for Candidates

August, 2019

1. Introduction

The Council is seeking applications from suitably qualified candidates with relevant experience for the temporary position of PEACE IV History Project Coordinator.

It is proposed to form a panel of qualified candidates from which any vacancies which arise will be filled during the lifetime of the panel.

2. Background

Project: 'Echoes From the Decades: Commemorating Donegal's shared history 1912-1922'.

The project "Echoes From the Decades: Commemorating Donegal's shared history 1912-1922" has been funded through the Peace IV Action Plan for Donegal under the theme of Building Positive Relations at a Local Level. The project will be delivered by the Museum and Archives Services of Donegal County Council. The Peace Action IV Plan in Donegal contributes to the delivery of the Peace IV Programme. The PEACE IV Programme is an EU funded programme designed to support peace and reconciliation in Northern Ireland and the border region.

The EU's PEACE IV Programme is managed by the Special EU Programmes Body (SEUPB). More information on the PEACE IV context is available on www.seupb.eu

The Echoes From the Decade programme must be developed and delivered in partnership with local communities and on a cross-community basis and will utilise mediums such as history, arts and discussion to promote respect and understanding of different cultural traditions and different narratives. Participants will be drawn from community groups and local primary and secondary schools throughout Donegal, to create a programme of remembrance and commemoration connected to the Decade of Centenaries and its aftermath.

The outputs will include workshops and co-produced exhibitions with local history/heritage groups; facilitated workshops and co-produced exhibitions with children and young people; and a conference.

3. Duties

A non-exhaustive list of duties is provided below:

- Development and delivery of workshops on the theme of the Decade of Centenaries with targeted number of local history and heritage groups in each municipal districts;
- Development and delivery of workshops on the theme of the Decade of Centenaries with targeted number of children and young people in each municipal district;
- Co-production of exhibitions with above groups in each municipal district;
- Co-ordinate delivery of digitisation workshops in each municipal district;
- Co-ordinate interviews with 25 individuals on the themes of the project;
- Organise a conference to take place before the end of the project;
- Submit written reports on work for inclusion in claims and reports to project lead;
- Ensure all and any procurement is undertaken in-line with requirements of project funders.

4. Qualifications

(a) Character

Candidates shall be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Health Doctor prior to appointment.

(c) Education, Experience

On the latest date for receipt of completed application forms, it would be desirable that candidates:

- Hold a recognised third level qualification (level 7 in the National Framework of Qualifications) in a heritage/history related field;
- Have a minimum of 2 years relevant post graduate experience in working with young people and/or community groups;
- Possess good planning and organisational skills.

(d) Essential Skills

Candidates must be able to demonstrate that they have the following skills and competencies:

- Analytical Thinking and Numeracy
- Excellent IT Skills
- Strong Teamwork and Communication Skills
- Excellent Report Writing Skills
- Demonstrated Initiative and Motivation
- Possess good decision making skills

(e) Desirable requirements

The following is desirable but not essential:

- A post-graduate qualification in a history/heritage related field;
- Previous experience working on Peace or other EU funded projects;
- Demonstrated financial management skills.

5. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the temporary position of PEACE IV History Project Coordinator from which it will fill any vacancy that may arise.

(b) Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

(c) Remuneration

The current annual pay-scale is minimum €27,567 to max LSI2 €44,771.

(as per Circular EL 07/2018)

(analogous for pay purposes only to Assistant Staff Officer).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point on scale.

(d) Base

The base for the post shall be the County House, Lifford.

The role of PEACE IV History Project Coordinator **may** involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The normal hours of work will be 37 hours per week. The Council reserves the right to alter the hours of work from time to time.

(g) Requirement to Drive

Candidates shall be required:

- a. to possess a full current category B Driving Licence.
- b. to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

6. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.