



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Part-time Arts and Health Manager **(3 Year Specific Purpose Contract)**

Closing Time and Date: 5.00 pm Friday 10th June, 2022

Cavan County Council is committed to a policy of equal opportunity.

THE COMPETITION:

Cavan County Council is seeking applications from suitably qualified, experienced candidates with relevant experience for a part-time position (18.5 hours) as Arts and Health Manager on a 3 Year Specific Purpose Contract. This position is funded by the Arts Council as part of the Local Authority Specialist Staffing Scheme and Cavan County Council.

The purpose of this specialist role is to sustain and develop the quality and reach of arts and health provision across counties Cavan and Monaghan in line with the Health Service Executive and Cavan Monaghan Education Training Board areas. The Arts and Health Manager will support the Cavan Monaghan Arts and Health Forum which was established to formalise a network of existing stakeholders to ensure a long-term strategic approach to this work.

Context

Cavan County Council established the Cavan Monaghan Arts and Health Forum in 2018. The members include; Cavan County Council, Monaghan County Council, Cavan Monaghan Education Training Board, Mental Health Ireland, CYPSC, Cavan Monaghan Mental Health Services, Breffni Integrated and specialist arts and health advocates.

The objective of the Forum is to work collaboratively to promote health and well-being through arts practice in a range of health and arts settings, among communities of interest and diverse communities creating the environment for innovative arts participation and collaboration. The approach is person-centred.

The Forum provides opportunities for artists to work in creative practice and for individuals in a range of settings to make work that is meaningful to them in an environment that is nurturing and safe.

Arts and Health work in Cavan County Council has received support and funding from the Arts Council, Creative Ireland, Cavan County Council Library Service and the Healthy Cavan Programme. In 2021 Cavan County Council received funding from the Public

Service Innovation Fund for the Create to Connect Programme. This was a co-production with Mental Health Ireland and Cavan Monaghan Mental Health Services developing from What Works Well funded by the Department of Children and Youth Affairs. Young people in Cavan and Monaghan participated in Create to Connect to explore emotions using creative arts workshops delivered by artists facilitators and an art therapist. The Arts and Health Manager will work with the Arts Office Staff to support existing Arts and Health projects including Drumalee Film and Photography Club, the Changing Seasons Peer Network and others that may arise over the course of the contract.

Cavan Monaghan Arts and Health Forum aims include:

- Supporting collaborative and co-produced artwork in health settings
- Networking with agencies, stakeholders and development organisations
- Continuing professional development for artists and support workers and supporting the Changing Seasons Peer Network.
- Participating in shared and experiential project-based learning
- Capacity building to provide person-centred sustainable arts-based programmes.

This is in line with the priorities of Arts Council's Framework Agreement with Cavan County Council to increase public engagement in the arts and support artists, optimising our shared investment in an equitable and efficient manner and achieving social impact through innovative arts programming.

This part-time role will support objectives and actions in the Local Economic and Community Plans, the local Arts Strategies and the jointly agreed Framework between the Arts Council and Cavan County Council in support of specific development areas including arts and health, children and young people and the arts, inclusion and diversity in arts participation and audience development.

QUALIFICATIONS FOR THE POST:

Character:

Each candidate must be of good character.

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 Medical advisor prior to appointment.

Education, training, experience, etc

1. Hold an ordinary degree (level 7 or higher on the National Framework of Qualifications) in an arts or cultural discipline.
2. Three years-experience of facilitating and managing collaborative work in an arts and health setting, an education, community or other diverse arts context.
3. Have a satisfactory knowledge of public service organisation.
4. Have a clean, Class B driving licence and access to their own vehicle.

DETAILS AND PARTICULARS:

Role Profile

The Arts and Health Manager will be an employee of Cavan County Council and will report to the Arts Officer and work with the Arts Office Staff to support arts and health development in County Cavan and Monaghan. The Arts and Health Manager will also work collaboratively with organisations part of the Cultural Service in Cavan County Council including; Cavan Arts Centres, Ramor Theatre and Townhall Cavan, Cavan Library Service, Cavan County Museum, Cavan Heritage Office, Public Art and the Social Inclusion Unit as opportunities arise for collaborative work to create imaginative capacity building and to broaden and diversify audiences.

The Arts and Health Manager:

- Will devise and deliver a three-year work plan as part of the Arts Office Service Delivery Plan to deliver capacity in arts and health in line with Cavan County Council strategic policy, informed by national and international best practice.
- Will support capacity building in arts and health.
- Will devise and manage continuing professional development opportunities that support the learning and experiences of Cavan Monaghan Arts and Health Forum stakeholders, support workers, community and youth leaders and socially engaged artists.
- Support the Changing Seasons Peer Network to grow and develop through networking and sharing opportunities.
- Work to develop the potential of the Create to Connect Programme to be delivered in formal and informal education settings.
- Support the growth of Drumalee Film and Photography Club with key stakeholders.
- Will support artists to work in a range of health and community settings.
- Seek opportunities for national and international partnerships to develop the work of the Forum.
- Will seek opportunities to grow the evidence based and evidenced informed learning from arts and health to advocate for this work.
- Support the ambition to provide an 'of, by and for approach' through advocacy and person-centred work in Arts and Health.
- Report to the Arts Officer on a regular basis, provide quarterly meeting opportunities for the Forum Members and work with the staff of the Arts Office.
- Work innovatively to ensure an inclusive and flexible approach to arts and health provision informed by national and international best practice.
- Flexibility to work after hours as may be required in the role.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

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.

Salary

The present salary is €22,287 per annum. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 18.5 hour week. The Council reserves the right to alter the hours of work from time to time.

Garda Vetting/Child Protection

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly, candidates may be requested to complete and sign a consent form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

Annual Leave

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take Up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

Communications:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **10th June 2022**.
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.

- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements:

A Requirement and Competency Framework has been developed for the position of Arts and Health Manager. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Knowledge and experience of the provision of Artist led experiences to the broader community particularly to young, old, socially isolated and marginalised people • Excellence in managing complex stakeholder relationships, working with-disciplinary teams and inter-agency work. • Understanding of the role of Arts & Health Manager.

	<ul style="list-style-type: none"> • Relevant administrative experience. • Experience of working as part of a team. • Experience of preparing reports and correspondence. • Strong resource management skills. • Knowledge and experience of operating ICT systems.
Competencies:	
	<ul style="list-style-type: none"> • Understand and implement change and demonstrate flexibility and openness to change. • Develop and maintain positive, productive and beneficial working relationships.
Delivering Results	<ul style="list-style-type: none"> • Implement high quality service and customer care standards. • Make decisions in a timely and well-informed manner.
Communicating Effectively	<ul style="list-style-type: none"> • Have effective written and verbal skills
Personal Effectiveness	<ul style="list-style-type: none"> • Take initiative and be open to taking on new challenges or responsibilities. • Manage time and workload effectively. • Maintain a positive, constructive, and enthusiastic attitude to their role.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Arts and Health Manager Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.