



## **Creative Heartlands Project Manager – Design Part-time Three Year Fixed Term Contract**

The Leitrim Design House is seeking applications for the role of 'Creative Heartlands Project Manager- Design' under a new project that will run across counties Leitrim, Sligo and Roscommon. This is a three-year part-time position on fixed term contract which will commence in mid 2021. The position will be based in Carrick-on-Shannon, but it is expected that remote working will be required for much of the first six months of the contract subject to relevant Covid-19 guidance and may remain a feature of the contract to a similar or lesser extent thereafter. Travel across the region will be required (subject to relevant Covid-19 guidance).

### **Background to the Project**

The Creative Heartlands project is designed to strengthen regional creative economic growth and to provide insight and expertise to plan for development within the Leitrim, Sligo and Roscommon Creative Sector. This project will build on the existing structures and infrastructure in the region to sustain and grow the sector across the three counties.

The project is being run by Leitrim Design House with funding from the Enterprise Ireland Regional Enterprise Development Fund and is supported by Local Enterprise Offices and Arts Offices in Leitrim, Sligo, and Roscommon. A wide range of partners and stakeholders will be engaged across the design, film and broader creative sector in the three counties.

### **The Role - Project Manager (Design)**

The role of the Project Manager (Design) is to work with the Creative Heartlands team and the wider stakeholder group to support the regional creative sector and specifically to develop and manage programmes and projects that support the use of design fabrication by professional creative sector practitioners, encourage design thinking within the broader community and encourage collaboration and interdisciplinary activities across the sector.

### **Main Duties**

- Devise equipment and materials specification – principally that which is required for a mobile digital fabrication facility (Fab Lab) that can meet the needs of the project and training goals.
- Work within the budgets to specify, procure, setup and test equipment adhering to the guidance provided.
- Establish protocols and management systems for the safe use of equipment for leaders and different user groups.
- Compile and keep track of an inventory of consumable materials required.
- Conduct periodic inspections of equipment and organise maintenance as required.

### **Training Programmes**

- Devise programmes of online and offline training for groups of professional creative sector practitioners in the use of new design and fabrication technologies.
- Liaise with individual members of Creative Frame and members in relation to bespoke design solutions for the creative sector and advise, arrange or provide supports as appropriate.
- Devise programmes of online and offline training for children and young people, community groups and enterprises with a view to encouraging design thinking and creativity.
- Liaise with the relevant ETBs in the provision of design focused community education opportunities.
- Identify suitably experienced trainers and experts to deliver training and workshops.



- Manage the delivery of training and workshop programmes.
- Keep records of all training, workshop and other activities including numbers of participants, activity assessments, health & safety documentation, child protection documentation, insurances etc.
- Identify and pursue funding opportunities for activities.

#### **Networking and Events**

- Work with SLR and Creative Frame to organise interdisciplinary networking events.
- Work with LEOs and other regional stakeholders on networking events to promote design and digital fabrication.
- Work with Creative Frame to develop mentorships and collaborations in design and design thinking.
- Participate in national design events and programmes.

#### **Promotional Activities**

- Create a podcast series showcasing the artists, designers and others that use digital fabrication in their practice.
- Work with LEOs and other stakeholders to promote opportunities to other creative practitioners/businesses outside the SLR and Creative Frame membership.
- Seek opportunities to promote the service at a national level to attract talent and investment in the region.

#### **Data Gathering and Reporting**

- Gather data and report as directed by the Project Steering Group.

### **Qualifications & Requirements**

#### **Character**

Candidates shall be of good character.

#### **Health**

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

#### **Education & Experience**

#### **The candidate must have:**

- (a) A good standard of general education with a minimum of three years relevant work experience in one or more of the fields of design, digital fabrication, creative sector management, sectoral development, administration of public funded projects etc

**AND**

- (b) Possess a full clean Class B driving license and have access to his/her own vehicle.



In addition it is essential that the candidate will have:

- Understanding of digital fabrication technologies;
- Understanding of design and how it applies to different creative sectors;
- Understanding of Health & Safety, Child Protection and other relevant guidance and legislation;
- Ability to engage with multiple stakeholders across different project areas;
- Excellent project management, administrative and organisational skills;
- Excellent interpersonal and communication skills both in person and in writing;
- Experience of working and facilitating groups,
- Experience of working with creative and design sectors;
- Experience of carrying out research including survey and face-to-face interviews;
- Knowledge of developing training programmes for groups;
- Experience in the delivery of publicly funded projects;
- Experience of project development delivery and promotion;
- High level of ICT competence and literacy including database management and website updating and use of social media;
- Experience in delivering presentations;
- A current driving licence and access to private transport.

### **Terms and Conditions of Employment**

#### **Period of Appointment**

This position is a three-year fixed term contract to commence in mid 2021. The Employer for this post is the Leitrim Design House on behalf of the project steering group.

#### **Salary**

The salary will be €23,200 per annum. This has been calculated to reflect a part-time position (22.5 hours per week).

#### **Travel**

Candidates shall be required to possess a full current category B Driving License without any endorsements and have access to own vehicle.

#### **Working Hours**

The core working week will be 22.5 hours per week. The working pattern will be determined by the project steering group. Flexibility will be required which will include evening and weekend work which may arise and which will be agreed with the Line Manager.

#### **Probation and Performance**

The person appointed will, on appointment, serve in a probationary capacity for a period of *six* months duration, commencing on the first day of service. If during that period, Leitrim Design House is satisfied that the appointee



is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice or in the event of misconduct or negligence, without notice. The post will be subject to interim performance review.

### **Reporting**

The post holder will report to the Creative Heartlands Steering Group and their nominated officer for day to day reporting

### **Annual Leave**

The post holder will be entitled to 13 days annual leave plus all public holidays.

### **Selection Process**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Leitrim Design House
- (ii) Leitrim Design House reserves the right to shortlist applications based on information supplied in their application and only those shortlisted will be called for interview.

### **Application Process**

Completed applications consisting of one electronic copy (with all 3 documents contained in one PDF/Word file) must be submitted to Rebecca Farrell [rfarrell@leitrimcoco.ie](mailto:rfarrell@leitrimcoco.ie) with 'Application for Creative Heartlands Project Manager – Design' in the subject line and in the order as set out below:-

1. A brief cover letter
2. A statement demonstrating how you meet the qualifications and experience for the position (700 words max.)
3. A curriculum vitae summarising your qualifications and relevant experience (max. 3 pages)

Applicants will be shortlisted based on information provided in their application.

Closing date is **Thursday 20 May @ 12pm** Late applications will not be considered. Interviews are expected to take place in early June and will be conducted virtually.

An acknowledgment email will be sent within 1 working day of submitting your application. If you do not receive an acknowledgment email, please contact Rebecca Farrell on mobile: 087 268 3378

Queries relating to the post can be made to Rebecca Farrell, Economic Regeneration Officer, Leitrim County Council, [rfarrell@leitrimcoco.ie](mailto:rfarrell@leitrimcoco.ie)