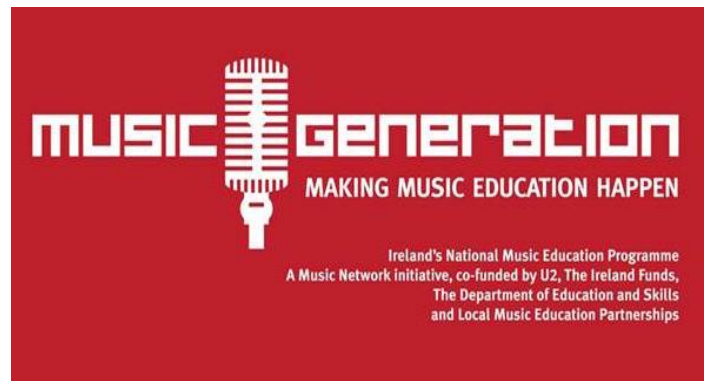


Job Description & Candidate Information

Music Generation Administration Assistant

14 Month Contract
November 2015 – December 2016



Closing Date for Applications: 5pm Friday Oct 2nd, 2015

Overview

Music Generation is Ireland's National Music Education Programme that helps children and young people access high quality music education in their local area. Initiated by Music Network, the programme is co-funded by U2, The Ireland Funds, The Department of Education and Skills and Local Music Education Partnerships. Established in 2010, Music Generation is a dynamic, high performing organisation. It works with Local Music Education Partnerships in Carlow, Clare, Cork City, Laois, Louth, Limerick City, Mayo, Offaly/Westmeath, Sligo, South Dublin and Wicklow, providing funding, support and expert advice.

We are now seeking to appoint an Administrative Assistant to join the team at National Development Office, to assist in the administration of Music Generation's National Music Education Programme. We are seeking a highly efficient and motivated individual, with a genuine interest in the work of Music Generation. Applicants will have excellent administrative, IT skills and communications skills, as well as first-rate organisational and social media skills. The successful applicant will be capable of working effectively and accurately as part of a team in a busy office environment.

This role offers a fantastic opportunity for someone dynamic to join the organisation at a really exciting time of radical change in the music education landscape in Ireland. This job description provides an outline of the key responsibilities envisaged for this role.

Terms and Conditions of Employment

The Administrative Assistant reports to the Operations Manager of Music Generation. The position is offered as a fixed term full-time contract for a period of 14 months (from Nov 2015 – Dec 2016), with a competitive remuneration package commensurate with qualifications and experience. A probationary period of 6 months applies to this position.

The working hours for this role are 37.5 hours per week. However the nature of the role requires flexibility and a willingness to work outside of normal office hours. Time off in lieu will operate on an agreed basis. There are 20 annual leave days excluding Public Holidays.

The role is based at the National Development Office of Music Generation (located at Music Generation offices, National Concert Hall Building, Earlsfort Terrace, Dublin 2). However, the role may require the post holder to work at, and from, other locations throughout the country from time to time.

Key Purpose of the Job

Providing administrative support across the Operations, Communications and Finance functions of Music Generation's National Development Office.

Key Responsibilities

Reporting to the Operations Manager, the Administrative Assistant will be responsible for:

1. Management and Operations support

Supporting the Operations Manager in a range of administrative duties including:

- Assisting with the preparation of documentation for meetings as required
- Proof-reading of documents
- Monitoring the info-line email account and responding to general queries
- General day-to-day secretarial duties including filing, dealing with post, email, telephone enquiries and reception
- Maintaining office databases, files and distribution lists / setting up and maintaining a supplier database
- Maintaining and ordering of stationery and marketing materials
- Sourcing suppliers when required, in line with Procurement Policy
- Booking meeting rooms and hospitality for both internal and external meetings
- Assisting with the logistical management of and attendance at events on occasion

2. Finance support

Supporting the Finance & Operations Managers in a range of financial administration duties including:

- Assisting with the coding of and obtaining relevant approval of invoices
- Monitoring and accounting for petty cash transactions
- Occasional banking responsibilities – cheque lodgements, cashing of petty cash

3. Communications support

Supporting the Communications Manager with specific tasks, including:

- Assisting with the updating of profiles on social media platforms
- Assisting with preparation of Media Packs for specific events or meetings
- Compiling national events activity
- Assisting with dissemination of e-newsletters
- Liaising with Local Music Education Partnerships as required
- Updating and maintaining databases and distribution lists
- Gathering and co-ordinating information on Music Education Partnership day-to-day activity

This list of roles and responsibilities is non-exhaustive and subject to change at any time.

About Music Generation

Music Generation Ltd. is established as a subsidiary company of Music Network Ltd. with charitable status. It is governed by a Board of Directors appointed by U2, The Ireland Funds and Music Network.

Person Specification

The successful candidate will be able to demonstrate, with examples from their previous experience, that they have significant administration experience and the capability and desire to provide a high level of administration support to Music Generation.

Experience and Knowledge

- Demonstrable experience in organisational effectiveness (preferably in the music / education / arts sector)
- Excellent communication and administrative skills, including IT skills
- Experience of working in a very busy office environment as part of a small team
- Excellent knowledge of Microsoft Office
- Knowledge of the work of Music Generation
- A relevant qualification in office administration
- Previous experience of dealing with invoices and finance systems desirable
- Experience of using social media, incl. Facebook, Twitter, YouTube, etc.

Attitude, Skills and Abilities

- A high level of enthusiasm for music performance and education
- Collaborative and service-oriented with the ability and motivation to work well on own initiative and also contribute in a flexible way as part of a small, close-knit team
- An effective organiser, with excellent attention to detail and an appetite for organising
- Possesses initiative, along with the capacity to develop creative, innovative ideas and the ability to make things happen
- Possessing positive interpersonal communication skills
- Well-developed IT skills and a high degree of proficiency with end user tools (word, excel, databases)

Application Process

Music Generation's Policy & Priorities 2010 – 2015 and other general information about the programme is available to download on www.musicgeneration.ie. Interested applicants are advised to consult these documents in detail.

Interested candidates are invited to apply by providing the following 2 items using the guidelines enclosed in the appendix to this information: -

1. A CV highlighting your relevant experience for this role
2. A focused covering letter

Please forward your application in strict confidence to Sigmar Recruitment, **13 Hume St, Dublin 2, Ireland.**
Email: info@sigmar.ie

Closing date for applications 5pm Friday Oct 2nd, 2015

Garda Vetting

This post is subject to Garda Vetting and there being no disclosure of convictions which the Board of Music Generation considers would render the candidate unsuitable to work with children/vulnerable adults. This vetting process will commence on appointment.

Interview Dates and Selection Methods

Initial short-listing of candidates will be on the basis of the information contained in their CV, and covering letter content (see end of this description for guidance).

- Candidates who are short-listed will be invited to attend for an initial interview to be held between Thursday 15th and Tuesday 20th October, 2015 (date will be confirmed to shortlisted candidates)
- The first interview may reduce the initial short list and remaining candidates may be invited for a subsequent second interview

Application Guidance

1. A well-presented CV
2. A covering letter that engages with the opportunity presented by the role

1. CV Guidance

- No more than 4 pages highlighting your relevant experience for this role.
- Present your experience in reverse chronological order.
- Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.
- Indicate 3 referees we may contact in the latter stages of the process. Contact details not necessary at this point.

2. Covering Letter Guidance

- A covering letter of no more than 2 pages. It is essential that the covering letter addresses in a reasonably concise way: -
 - What particular skills and qualities you would bring to this role?
 - What attracts you to the role / organisation?

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- This job description describes the principal purpose and main elements of the job. It is a guide to the nature and key responsibilities of the job, but it is not intended as a wholly comprehensive or permanent description.
 - Applications can be made by post or email, with email being the preferred option. An application form sent by post should be posted in sufficient time to ensure delivery by this deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting.
 - In the event that a large number of candidates will meet minimum eligibility requirements for the role, Music Generation may decide to invite a smaller number to interview. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.
 - The onus is on short listed applicants to make themselves available on the date(s) specified by Music Generation and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified in their covering letter or CV.
 - Music Generation is an Equal Opportunities Employer and is committed to the legislation governing the equality of opportunity.