

Title:	Youth Arts Project Officer
Reporting to:	Senior Project Officer, Youth Arts
Hours of Work:	21 hours (flexible working hours apply)
Annual Leave:	27 days per annum pro rata
Probationary Period:	6 months
Contract Type	Permanent
Notice Period:	1 month
Equal Opportunities:	The National Youth Council of Ireland (the employer) has an equal opportunities policy and all employees are expected to develop an understanding of and commitment to equal opportunities.
Smoking Policy:	NYCI operates a no smoking policy.
The Role of Youth Arts Project Officer:	As a member of the Youth Arts Programme Team, the Youth Arts Project Officer will contribute to the implementation of the programme plan and to the future development of arts programmes and initiatives.
Principal Duties & Responsibilities:	<ul style="list-style-type: none"> • To co-ordinate development and maintenance of www.youtharts.ie • To co ordinate development and dissemination of monthly e bulletin, Youth Arts News • To research and develop other appropriate processes – e marketing, social networking etc for information sharing and building networks and relationships with the arts and youth sectors. • To support co-ordination of the day-to-day delivery of the Certificate in Youth Arts course and other training initiatives. • To co-ordinate delivery of the Artist in Youth Work Residency Scheme annually and contribute to its ongoing development; • To deputise for the Senior Project Officer, Youth Arts where necessary or appropriate • To represent the NYCI on relevant external working groups and committees at regional and national level where required or appropriate • To support the Senior Project Officer in all aspects of delivery and development of the Youth Arts Programme; • To perform any other duties that may be assigned by the Senior Project Officer
Location of Post:	<ul style="list-style-type: none"> • NYCI Offices, 3 Montague St., Dublin 2

Person Specification:

Factors for Consideration	Essential	Desirable
Educational Qualifications	Education to 3 rd level in Art related discipline e.g. Fine Art, Drama, Art Education, Community Arts, Music, Film, etc.	<ul style="list-style-type: none"> • Qualification in Participatory/Community /Youth Arts • Qualification in Community and Youth Work • Qualification in Arts Management
Experience	<ul style="list-style-type: none"> • At least 3 years experience working in the arts sector particularly the fields of Youth/Participative/Community Arts, Arts Education or in the fields of Youth Work or Community Development. • Demonstrated experience in website/ web resources development and use of online applications 	
Knowledge	<ul style="list-style-type: none"> • Arts practice with children and young people • Youth Work policy, structures and practice; • Arts Council policy and other government policy relevant to youth arts • Arts programme development, design and delivery; • Consultation and partnership working. 	<ul style="list-style-type: none"> • Research skills both for conducting research with groups and for desk research. • Awareness of contemporary practice and thinking in one or more art form – visual arts, theatre, electronic arts, dance, music, literature, etc.
Essential Core Competencies	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written • IT/computer/word processing skills/report writing skills; • Ability to communicate effectively with a wide range of individuals and organisations • Excellent organisational and time management skills; • Training and facilitation skills • Ability to initiate external contacts and network effectively in order to share information and develop joint working; • Ability to work on own initiative as well as part of a team; • Ability to manage a complex workload including meeting deadlines; • Ability to initiate projects • Commitment to excellence. 	
Special Competencies	<ul style="list-style-type: none"> • Show dedication, energy and enthusiasm for the work; • Flexibility around working hours as some evenings and weekends 	

	<p>apply</p> <ul style="list-style-type: none">• Capacity to travel with the job where necessary• Creativity and imagination	
		Driving Licence