



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Creative Places Athy Co-ordinator 36 Month Contract

Closing date for receipt of completed application forms is 4.00 p.m.
on the 5th March 2026

***Kildare County Council is committed to a
policy of equal opportunity.***





Comhairle Contae Chill Dara Kildare County Council

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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Creative Places Coordinator with Kildare County Council.

The Position & Role

Kildare County Council and partner organisations continue their successful award for the Arts Council Creative Places programme for Athy. Places Athy will develop the creative potential of the town and environs, through engagement with creatives and the community. A ground-up approach will embrace a culturally diverse creative programme, centered on capacity building, collaboration, sustainability, and community development principles.

Vision and Mission;

Creative Places Athy is an ambitious community based artistic programme for Athy and will continue to be developed in collaboration with project partners for maximum cultural and social impact. Underpinned by socially engaged art practice and community development principles, it will be informed by the community's stories, experience and Athy's social, economic, and cultural traditions.

The 4 priority areas for development which have been identified are:

1. **Community Participation** – a continued and deepened focus on developing socially-engaged art projects with the local community. This work should have a particular focus on working with disadvantaged and marginalised groups

within the community including young people, older people, ethnic minorities and other marginalised and less-engaged groups.

2. **Creative Spaces** - the urban environment is an integral element of Athy's identity given it's unique history as a historic town. This priority area should focus on creative placemaking in the built environment but also include the many wonderful green and blue spaces that the town has.
3. **Supporting Local Artists** – Athy can and should have a thriving artist community. The focus of work under this priority would be on working with and supporting existing and established artists and creatives and proactively seeking to engage with new and less-established artists with a view to supporting the emergence of a dynamic and vibrant artist community that can help drive the Creative Places Athy programme and the broader creative and cultural development of the town.
4. **Capacity-Building and Long-Term Sustainability** – Athy views Creative Places as providing a starting point and a catalyst for developing a more vibrant, socially-engaged arts infrastructure and community in Athy. This will be a gradual and ongoing process that will require building capacity within local organisations and stakeholder groups to develop and manage socially engaged arts projects and programmes.

Aims:

- Cultivate a ground up approach to arts and creative engagement
- Grow existing synergies between artists and communities
- Develop new opportunities for a diverse range of artists working with communities
- Embed a rich, supportive, and sustainable culture for socially engaged art
- Create high quality socially engaged art
- Co-create with partners an innovative programme of opportunities for artists and communities to innovate and work together creatively.

Key Functions

The Co-Ordinator is responsible for the development, implementation, and delivery of Creative Places Athy programme of socially engaging arts/collaborative arts commissions and creative community consultations in partnership with Kildare County Council, local partners, and stakeholders, for communities and artists.

The Co-Ordinator will take a leading role in all areas of project management, programme delivery, producing, marketing, and communicating with artists, community members and local and national stakeholders.

Duties and Responsibilities

The duties of the post of the Creative Places Athy Coordinator include, but are not limited to:

- Work in partnership with stakeholders and agencies in the Athy area to ensure the effectiveness of the project and to augment the work that is happening in the area currently
- Support decision-making process around programme delivery to maintain a ground up approach
- Work with stakeholders and the Creative Team to design and deliver a series of creative community consultations/meetings to support the community to identify its needs within this programme and within the resources available.
- Work with stakeholders to write briefs for artistic call outs, residencies, bursary awards, commissions, training, and capacity building to support the community to identify and select artists for same.
- Manage the Creative Places budget and seek additional funding to sustain the programme beyond this 3-year period.
- Ensure that project timelines, concepts and marketing needs are met at regular intervals throughout the project and organising documentary evidence of all related programme activities.
- Support skill development for artists, creatives and community facilitators development opportunities related to the project.
- Support artists in residence to make work with the local community that is socially engaged and support community groups and individuals to participate in the making of the work to be produced within all best practice guidelines
- Support the artists and community through commissioning processes.
- Show commitment to supporting artists and programmes that represent inclusion and cultural diversity.
- Lead the development of a long-term vision plan, beyond 2028, with strategic partners.
- Build an evaluation framework from the start to capture ongoing data and be able to disseminate the learning from the Creative Places Athy programme through the next 3-year programme
- To actively participate in documentation and evaluation of the programme and ensure that evaluation is embedded in all programmes and support the independent evaluator and commissioned artists in this regard
- Participate in information sharing and support opportunities provided by the Arts Council, for the Creative Places programme countrywide, through the Co-ordinator's network
- Risk assess and manage the risk and insurance for Creative Places Athy.
- Have cognisance for Kildare County Council's Corporate Plan, Local Area Plans and Climate Action programme and use environmentally friendly practices
- Support the establishment of an identity, brand and social media presence for Creative Places Athy
- Build relationships with local, national and international press and media to market the work and update and maintain websites, blogs, social media sites, e-bulletins etc

The duties shall be such as may be assigned to the employee from time to time by the Local Authority and shall include the duty of deputising for other employees of the Local Authority, when required, and such duties as may be assigned to them in relation to any other area of the Local Authority.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which temporary posts may be filled at Athy Creative Places Coordinator as vacancies arise.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Experience working directly with artists and supporting their development.
- Experience in arts production and public event planning.
- A proven track record of leading projects and working collaboratively
- Strong understanding of socially engaged arts practice, community development and grassroots cultural participation.
- Skilled in building partnerships across statutory, voluntary, and community sectors.
- Experience in financial planning, reporting to funders and securing funding from multiple sources.
- A proven track record of working within communities using a community development approach and understanding of community issues
- An understanding and experience of working in socially disadvantaged communities and socially excluded groups.
- An understanding of the complexities of working in a local context.
- In-depth knowledge of the arts sector, including local and national arts policy, and ideally Arts Council reporting structures.
- PR, marketing and social media skills
- Excellent communication and interpersonal skills
- Excellent group and community facilitation skills
- Excellent ICT Skills
- Self-motivated, with strong initiative and problem-solving skills

Candidates, if successful, will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
- Are fully competent, capable and available to undertake the duties attached to the position.

Qualifications and Requirements of the Post

Character:

Each candidate must 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, Training and Experience etc.:

Each candidate must, on the latest date for receipt of completed application forms:

- a) Hold a degree (level 7 on the National Framework of Qualifications) in the area of Arts/Cultural Studies.
- b) Have at least 3 years satisfactory relevant arts and administrative experience including experience in the area of programme development and budget management
- c) Have satisfactory knowledge of public service organisation

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

*** Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.**

Driving Licence

Applicants should at the date of application hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>

Competencies for the post of Creative Places Athy

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

Management and Change	Strategic Ability Demonstrates flexibility and an openness to change. Challenges the status quo to see how systems, processes and practices may be improved. Networking and Representing Can work with multiple stakeholders to implement change Implement change in an orderly and determined manner. Bringing about Change Recognises that people react differently to change and manages this accordingly Understand the need for change and get this across persuasively
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	<p>to others. Make a positive case for change and elicit commitment from others.</p>
<p>Performance through People</p>	<p>Leading and Motivating Lead the team/service area in a manner that provides clarity of purpose and a focus on delivery.</p> <p>Show visible commitment to the purpose, mission and vision of the organisation.</p> <p>Managing Performance Develop the team and its members to achieve corporate objectives through the effective management of performance.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all employees.</p> <p>Have effective written and verbal communication and interpersonal skills.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards. Technical knowledge and expertise commensurate with the role of Creative Places Coordinator. Translate the business/team plan objectives into clear priorities and actions for their area of operation.</p> <p>Managing Resources Allocate resources (staff and equipment) across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services. Help establish high quality service and customer care standards.</p>

<p>Personal Effectiveness</p>	<p>Delivering Quality Outcomes Take initiative and be open to taking on new challenges or responsibilities. Evaluates the outcomes achieved, identifies learning and implements improvements required. Establishes high quality service and customer care standards.</p> <p>Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.</p> <p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self- confidence.</p> <p>Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.</p> <p>Maintain a positive and constructive and enthusiastic attitude to their role.</p> <p>Manage time and workload effectively.</p>
<p>Knowledge, Experience and Skills</p>	<p>Knowledge and understanding of the structure and functions of local government including service requirements. Knowledge of current local government issues. Understanding of the role of a Creative Places Coordinator. Understanding key challenges facing the local government sector and Kildare County Council. Knowledge and experience of operating ICT systems</p>

Particulars of Employment

The Post

The post is 3 year Fixed Term Contract.

Location

Kildare County Council reserves the right to assign the successful candidates to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement

Kildare County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Working Hours

The current working hours are 35 hours per week, Monday to Friday. Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section. You may be required to work overtime on various occasions.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements

Creative Places Coordinator report directly to the County Arts Officer or other appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;

- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

Remuneration

€52,239 – €53,799 – €55,392 – €57,019 – €58,657 – €60,567 (LSI1) – €62484 (LSI2)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:
 - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
 - Compulsory retirement age will be 70.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is 30 days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

The position is a 3-year fix term contract , and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Important Notice

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 to be agreed with the successful candidate.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, 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 email address throughout the recruitment and selection campaign. This can be done by emailing jobs@kildarecoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Pages 5, 6, 7 and 8 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

Kildare County Council reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition.

Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

- 1. Management and Change**
- 2. Performance through People**
- 3. Delivering Results**
- 4. Personal Effectiveness**
- 5. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 6, 7 and 8.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

Citizenship

Candidates must, by the date of any job offer, be:

- (a)** A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b)** A citizen of the United Kingdom (UK); or
- (c)** A citizen of Switzerland pursuant to the agreement between the EU and
- (d)** Switzerland on the free movement of persons; or
- (e)** A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (f)** A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (g)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.