NICSHR

Interchange Unit

# Hosting Opportunity Proforma

Arts Council of Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Aaron Tumelty

Name

Organisation/

Department for Communities (DfC)

Department

3rd Floor

2-4 Bruce Street

Belfast

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Address

N/A

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Number

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E-mail

**Arts Development Officer in Traditional Arts & Music (including Bands)**

Secondment – until 31 August 2019

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

One Interchange opportunity is available to work in the Arts Council of Northern Ireland. The post is equivalent to Staff Officer (Curatorial Grade E) in the NICS and will involve working within the Arts Council’s Arts Development department.

The successful applicant will have demonstrable experience in Traditional Arts and Music sector.

**Job Description**

**Objectives of the Post**

* To be responsible for the management of all aspects of client relationships (both individuals and organisations) within a specified portfolio.
* To manage a specified client portfolio.
* To act as one of the Council’s principal professional advisers on all aspects of Traditional Arts and Music in support of the Head of Music.

Main objectives of the opportunity

**Job Description**

**MAIN AREAS OF RESPONSIBILITY**

**Client Portfolio**

To manage a client portfolio including:

* Monitoring, appraising the artistic performance of clients, and making recommendations on funding applications;
* Overseeing the administrative and financial performance of clients;
* Acting as observer on appropriate Boards of Management;
* Attending, on a regular and planned basis, performances and events of clients;
* Documenting all aspects of client contact.

**Relationships**

To be responsible for the management of all aspects of client relationships within a specified portfolio including:

* Convening of regular sectoral meetings;
* Convening of regular client meetings;
* Developing policies and strategies for a client portfolio in partnership with clients and other appropriate bodies;
* Promoting clients and their activities in support of the Council’s communication plan;
* Assist clients access appropriate Council funding programmes and developmental opportunities.

**Advice and Development**

* To advise Council, clients and other key stakeholders on all matters relating to a specified sector/ artform;
* To initiate and develop specific schemes and projects;
* To support and inform the Council’s research function;
* To keep abreast professionally of current trends and developments;
* To undertake delegated tasks, set priorities and deadlines;
* To support the implementation of the Arts Council’s policies in relation to statutory compliance requirements;
* To undertake any other appropriate duties which may reasonably be allocated from time to time.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

* The ability to contribute to the development, planning and implementation of the Arts Council’s strategy.
* The ability to assess and evaluate applications for funding in artistic, administrative and financial terms.
* The ability to give advice and guidance from a position of knowledge and/or experience of the sector in Traditional Arts/Music and act as observer on the boards of client organisations.
* High level negotiating, influencing and communication skills, together with a successful track record of providing advice.
* Excellent oral, written and presentation skills for audiences at all levels.
* Evidence of success in building and maintaining working relationships across professional and operational boundaries within an organisation and with external organisations; working on own initiative or as part of a team.
* The ability to assimilate and analyse information quickly and accurately and to think strategically, formulate decisions and make recommendations.

**4. Personnel: Please state below**

Who will the individual report to?

Ciaran Scullion – Head of Music

Who will be the individual’s line manager and/or reporting officer?

Ciaran Scullion – Head of Music

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

**Individual**

The post holder will benefit from working with an extensive range of stakeholders and will gain valuable experience in contributing towards the development of Arts Council policies and procedures. The post holder will have the opportunity to engage directly with other Departments and a range of DfC’s Arm’s Length Bodies.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities in a number of areas including project management and carrying out investigation and analysis and making recommendations.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to assist in the delivery of a key Departmental and Ministerial priorities while providing the opportunity to widen the skills and experience of the existing Team.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

The objective is for the successful candidate to be in post by 1 November 2018 at the latest. This opportunity will be for 10 months until August 2019, with the possibility of an extension, subject to the agreement of all parties.

The post-holder will be based at:

Arts Council of Northern Ireland

1 The Sidings

Antrim Road

Lisburn

BT28 3AJ

Please note that due to property management reform the Arts Council may be required to relocate to other premises.

Selection will be by interview by Noirin McKinney (Director of Arts Development), Suzanne Lyle (Head of Visual Arts) and Ciaran Scullion (Head of Music).

Salary Scale: £29,317 - £31,446. Salary and other related costs will be met by the Arts Council of Northern Ireland. The post is aimed at Staff Officer level within the NICS. Should an NICS member of staff be successful they will transfer at their current salary.

For further information please contact Witney Williamson at [wwilliamson@artscouncil-ni.org](mailto:wwilliamson@artscouncil-ni.org) or 028 9262 3524.

**7. Endorsement**

**Interchange Manager**

Aaron Tumelty

Signed

24.09.18

Date