



**gretb**

Bord Oideachais agus Oiliúna  
na Gaillimhe agus Ros Comáin  
Galway and Roscommon  
Education and Training Board



Ireland's National Music Education Programme  
A Music Network initiative, co-funded by U2, The Ireland Funds,  
The Department of Education and Skills  
and Local Music Education Partnerships

## **Music Generation Development Officer**

### **JOB DESCRIPTION**

#### **Duties**

The Music Generation Development Officer has overall responsibility for delivering the Music Generation Galway County programme. Duties shall include, but are not limited to:

#### ***Leading and Managing a Team of Musicians***

- Participate in the recruitment of Music Generation Galway County's team of musicians
- Lead, motivate and manage these musicians in the artistic design, development and delivery of a range of tuition programmes of high artistic and educational standards in response to local need and context
- Plan and manage, on an ongoing basis, a range of professional development and training supports for these musicians which supports and cultivates a community of learning

#### ***Leading and Managing Administration Support***

- Participate in the recruitment of an Administrator and line manage this role
- Establish effective data management systems such as student records, musician records, attendance, purchasing and spending procedures, and timetables

#### ***Programme Development***

- Based on the Framework Plan developed by Galway County MEP and in conjunction with the MEP Management Group, devise and deliver a Three-Year Implementation Plan and Yearly Work Plans for Music Generation Galway County
- Drive the artistic and developmental vision of Music Generation Galway County and ensure that it is focused on delivering high-quality experiences and outcomes for children/young people
- Generate participation among children/young people

#### ***Strategic Partnership Development***

- Build and develop strategic partnerships and close working relationships with a network of stakeholder agencies, organisations, groups and individuals within the public, private, community and voluntary sectors

#### ***Public Awareness***

- Raise public awareness about Music Generation Galway County through a variety of channels and outlets

#### ***Finance & Compliance***

- Overall responsibility for budget management, including procurement
- Identify and access additional sources of locally-generated matched funding
- Financial and compliance reporting to GRETb and the Music Generation National Development Office
- Asset Management
- Ensuring compliance with Child Protection regulations, including Garda Vetting



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### ***Monitoring, Evaluation and Reporting***

- Work closely with and report on a regular basis to Galway County Music Education Partnership Management Group
- Monitor and evaluate progress and development on an continuous basis and ensure standards as set by Galway County Music Education Partnership and the Music Generation National Development Office are being achieved
- Compile indicators and complete progress reports for Galway County Music Education Partnership and the Music Generation National Development Office

### ***Participation in the National Programme of Music Generation***

- Work with Music Generation National Development Office in establishing and developing Music Generation Galway County
- Actively participate in the Leadership Network (the professional learning network for Music Generation Development Officers nationally)
- Work with Music Generation National Development Office on public awareness and advocacy initiatives

### ***Other Duties***

- Undertake other duties at the direction of GRETB as required, so as to ensure the success of Music Generation Galway County. Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.

### ***Salary***

- The salary attaching to the Music Generation Development Officer post is €45,000 per annum. Rate of remuneration may be adjusted from time to time in line with Government pay policy.

### ***Hours of Work:***

- Attendance will be 37 hours per week, required during normal ETB office hours and at such other times as are necessary for the delivery of the Music Generation Service. Attendance outside of normal office hours will be by prior agreement with the Director of OSD / Chief Executive as will the offsetting of such attendance against normal office hours attendance.

### ***Location:***

- Initial assignment is to the Administrative Head Quarters of GRETB.

### ***Driving Licence***

- Candidates must hold a full clean driving licence and access to own transport is essential.

### ***Gárda Vetting***

- Gárda Vetting will be sought in accordance with the National Vetting Bureau Act, 2016 and there being no disclosure of convictions which GRETB considers would render the candidate unsuitable to work with children/vulnerable adults. This process will commence prior to appointment.

### ***Recruitment***

- Selection shall be by means of a competition based on an interview conducted by or on behalf of GRETB. Recruitment to posts within GRETB is on the basis of merit as assessed at interview and supported by references.



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- Candidates invited for interview will be required to give a ten-minute presentation identifying key priorities and outlining their approach to the role of Music Generation Development Officer and the implementation of Music Generation's Galway County Framework Plan.