

**COMHAIRLE CHONTAE LAOISE**  
**LAOIS COUNTY COUNCIL**

**POSITION OF TEMPORARY ASSISTANT YOUTH THEATRE CO-ORDINATOR**  
**(Seasonal Employment - approx duration – 30 weeks)**

Laois Youth Theatre in Portlaoise is a dynamic, quality youth arts programme that supports opportunities and experiences for learning, creativity and developing skills. Run by the Laois Arts Office the YT programme gives young people an opportunity to learn all about theatre, while having fun, gaining confidence and making new friends. The weekly workshops cover all aspects of drama, including voice, movement, improvisation, physical theatre and performance skills. Laois Youth Theatre is affiliated to the National Association for Youth Drama, giving tutors and members the opportunity to network with Youth Theatres nationally and visit Theatre shows. Laois Youth Theatre is established for over twenty years.

**QUALIFICATIONS**

**1. CHARACTER**

Candidates shall be of good character.

**2. HEALTH**

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**3. EDUCATION, TRAINING, EXPERIENCE, ETC.**

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

Have obtained at least Grade D in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/ or English or have passed an examination of at least equivalent standard.

or

*Have passed an examination of at least equivalent standard,*

or

Have satisfactory relevant experience which encompasses demonstrable equivalent skills

**and**

- (a) Have a good level of communication and organisational skills;
- (b) Have an interest in the arts particularly theatre and drama and in working with children and young people
- (c) Have experience of working in a similar role.
- (d) Have an proficiency or aptitude with computers

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**PARTICULARS OF THE POSITION**

1. The post is seasonal (school calendar year), temporary and pensionable under the terms of either the Single Public Services Pension Scheme or the Local Government (Superannuation)(Consolidation) Scheme 1998 (whichever is applicable) and for the duration of the contract as determined by Laois County Council. The post is based in Portlaoise.

**2. SALARY**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

Hourly Rate: €11.33

The rate of remuneration may be adjusted from time to time in line with government policy.

**3. HOURS OF WORK**

3.5 hours per week for an approximate period of 30 weeks during the school calendar year.

**3. PROBATION:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect, during which such person shall hold such post on probation,
- (b) such period shall be six months but the Chief Executive may, at his/her discretion, extend such period,
- (c) such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

#### 4. DUTIES:

The duties of the office are to give the local authority and *such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Manager to include the following:-*

- (a) To work under the supervision of the Co-ordinator and to assist the Co-ordinator in running the workshops -

Duties include setting up the workshop space, administration duties as well as supporting the young people to undertake the drama tasks in the workshop.

- (b) To assist in the preparation and implementation of a Youth Theatre programme in accordance with the requirements of Laois County Council.

#### 5. RECRUITMENT

Selection of candidates for appointment shall be by means of a competitive interview.

a. **Competitive Interview**

The competitive interview shall be conducted by or on behalf of the local authority.

b. **Shortlisting**

The local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview, shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form.

c. **Panels**

Panels may be formed on the basis of the interviews Seasonal contracts will be offered in order of merit from the panel.

d. **References/Documentary Evidence**

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related.

Candidates may be required to submit documentary evidence to the local authority in support of their application.

#### 6. HEALTH:

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

**7. RESIDENCE:**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

**8. SUPERANNUATION:**

The superannuation contributions of relevant scheme will apply.

**9. COMMENCEMENT:**

The local authority shall require persons 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**11. RETIREMENT :**

The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1<sup>st</sup> January 2013. The act introduces new pension and retirement provisions for **new entrants** to the public service appointed on or after 1<sup>st</sup> January 2013. Pension age set initially at 66 years; this will rise in step with statutory changes in the SPC age to 67 years in 2021 and 68 years in 2028. The compulsory retirement age of 70 applies. Otherwise the retirement age of the relevant Scheme applies.

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