



Music Generation Resource Worker

Campaign Ref No: GR25-0439

Job Specification

Terms and Conditions of Service

Job Title	Music Generation Resource Worker
Contract Type	<p>This post is a fixed term 1-year part-time position in Co. Galway. The duration may be extended subject to funding.</p> <p>A panel may be formed from which future Music Generation Resource Worker vacancies may be filled during the lifetime of the panel. Any such panel formed will be six months in duration from the date of formation.</p>
Salary	<p>The current salary scale for this role as at 01/08/2025 is as follows as per (Circular 0052/2025):</p> <p>Non New Entrant: €40,391 - €67,478 (including 2 Long Service Increments (Circular 0052/2025).</p> <p>New Entrant: €37,404 - €67,478 (including 2 Long Service Increments</p> <p><u>IMPORTANT NOITCE RE: SALARY:</u> As per DES guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale. Incremental credit may only apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. Starting Salary is not subject to negotiation</p>
Location of Post	The role of Music Generation GRETb Resource Worker will be primarily based Galway County (Athenry) for the resource and developmental work. Locations for performance music education work may vary depending on programmes.
The Position	Galway Roscommon Education and Training Board (GRETb), on behalf of Music Generation Galway City, County and Roscommon, wishes to employ a Resource Worker to assist the Music Generation Development Officer(s) with the

	<p>organisation, promotion and day-to-day running and delivery of Music Generation performance music education¹ programmes in Galway and Roscommon.</p> <p>Music Generation is Ireland’s National Music Education Programme with a mission to empower children and young people to realise their full potential through access, to and participation in, high quality performance music education. Over 200 programmes and 80,000 opportunities are presented to children and young people each week across 29 regions (nationally) enabling young performers to create, play and perform music in their own communities through Music Generation.</p> <p>GRETB administers Music Generation programmes in Galway City, Galway County and Roscommon providing access to a range of vocal and instrumental music opportunities for children and young people in their local area. Initiated by Music Network, Music Generation is co-funded by U2, The Ireland Funds, the Department of Education and Skills and Local Music Education Partnerships (LMEPs). Locally, Music Generation in Galway City, County and Roscommon is supported by a range of local partners including City and County Councils, Local Development Programmes, Foróige, Youth Work Ireland, TUSLA.</p>
Hours of Work	<p>17.5 Hours per week</p> <p>Attendance will be required during normal ETB office hours and at such other times as are necessary for the delivery of the duties of the post. Attendance outside of normal office hours will be by prior agreement with the Music Development Officer as will the offsetting of such attendance against normal office hour’s attendance. Hours may be adjusted from time to time under relevant Public Sector Agreements.</p>
Annual Leave	<p>The annual leave entitlement for this is 11 days per annum. For part time hours the annual leave is calculated on a pro-rata basis.</p>

¹ *Music Generation focuses on the provision of performance music education – that is, the breadth of vocal and instrumental learning in all genres and styles of music. This includes all pedagogical approaches and practices appropriate to particular musical cultures and traditions, and is delivered by professional musician educators. Recognised by the Department of Education and Skills as non-mainstream music education, performance music education complements and enriches – but does not replace – the mainstream music curriculum provision of the formal education system.*

Music Generation Strategic Plan, 2016 - 2021

<p>Essential Requirements</p>	<p>The successful candidate must:</p> <ul style="list-style-type: none"> • Demonstrate a knowledge of passion for performance music education and a commitment to their own continuing professional development • Show an understanding of the Music Generation local and national programme and are prepared to work positively to promote its goals • Work effectively as an individual and as part of a team • Very strong organisational skills with high attention to detail and the ability to adeptly manage tasks with a can-do attitude • Have a proven track record of working on multiple events/projects while possessing the ability to prioritise workload • Successful applicant will have a full driving licence and access to a car and be willing to work flexibly outside of normal working hours as required.
<p>Desirable Requirements</p>	<ul style="list-style-type: none"> • An appropriate third level qualification in a relevant subject area or equivalent quantifiable experience • A qualification in administration • Experience in the planning and delivery of festival/events including the technical aspects of live event production • Experience of working with young people in an out of school context such as the Community and Youth Work Sector • Experience in the coordination of programmes or projects (musical and non-musical) • Experience with graphic design applications (i.e. canva/adobe etc) and experience with social media platforms/digital marketing • Inniúlacht le dualgais an phoist a chomhlíonadh go héifeachtach trí mheán na Gaeilge/ Capacity to discharge the duties of the post through the medium of Irish.
<p>Key Duties/Areas of Responsibility</p>	<p>Duties shall include, but are not limited to:</p> <p>PERFORMANCE MUSIC EDUCATION</p> <ul style="list-style-type: none"> • Ensuring the delivery of music education programmes during term time and at other times as directed by the MDO.

- Project and Programme planning, development, and design, incorporating different performance music education styles as required
- Assisting with the technical aspects of live event production
- Assisting with the preparation, set up and ongoing development of group music classes, ensemble sessions (etc.) as necessary
- Attendance at and engagement with Continuing Professional Development and training.

ADMINISTRATION

The Resource worker will also undertake a key role in the organisation and administration of the Music Generation programmes including:

- Timetabling and collating musician educators' schedules (at schools, youth projects, music hubs and elsewhere as required)
- Monitoring and updating with partners and schools
- Providing event and project management support as required, including liaising with parents / guardians
- Instrument Bank development and stock/asset management including maintaining instrument and resource inventory
- Communicating effectively with musician educators, partner schools and youth organisations
- Contributing to the effective running of the Music Generation Programme
- Collating attendance records with programme income
- Collating statistical information for GRETB and Music Generation's annual reports
- Financial administration and recording: overseeing invoicing, income and expenditure

COMMUNICATIONS

- Assisting with the preparation and distribution of press/communications and publicity material relevant to the work of Music Generation
- Assisting with photography/recording of rehearsals/concerts for archives and promotional use

	<ul style="list-style-type: none"> • Promoting Music Generation through social media, updating the Music Generation website where relevant and circulating electronic newsletters • Dealing with day-to-day enquiries from the general public, acting as a point of contact with the public and users of the service, processing enquiries and other requests for information. <p>OTHER DUTIES</p> <p>Undertake other duties at the direction of the Music Development Officer(s) or the GRETB AEO to support the development of consistent approaches to areas such as Health and Safety, social media, community events management, PD for Musician Educators across Music Generation in GRETB. Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.</p>
<p>Competencies</p>	<ul style="list-style-type: none"> • Drive, Commitment, and delivery of results • Developing initiatives and programmes • Coordinating events • Self-Awareness and Self-Management
<p>Terms & Conditions of Appointment</p>	<ul style="list-style-type: none"> • Any offer will be subject to the receipt of two satisfactory references • Garda Vetting Clearance • Occupational Health Clearance • The appointment will have a probationary period, details of which will be stipulated in the contract • GRETB reserves the right to transfer staff as the needs of the organisation dictate.
<p>Health</p>	<ul style="list-style-type: none"> • A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to

	<p>undergo at GRETB's expense, a medical examination by a qualified practitioner nominated by GRETB.</p>
Character	<p>Candidates must:</p> <ul style="list-style-type: none"> • Have the knowledge and ability to discharge the duties of the post concerned. • Be suitable on the grounds of character. • Be suitable in all other relevant respects for appointment to the post concerned. <p>And if successful, they will not be appointed to the post unless they:</p> <ul style="list-style-type: none"> • 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, and • Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.
Citizenship Requirement	<p>Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Citizens of non-European Economic Area (EEA) States are not eligible to compete.</p> <p><i>To qualify candidates must be eligible by the date of any job offer.</i></p>
Sick Leave	<p>Sick Leave will be in accordance with established procedures and conditions for ETB staff generally.</p>
Security Clearance	<p>The ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.</p>
Confidentiality and Freedom of Information	<p>Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.</p> <p>All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in</p>

	that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.
Data Protection	The ETB process data in compliance with current Data Protection legislation.
Deeming of candidature to be withdrawn	Candidates who do not attend for interview or other test when and where required by the ETB or who do not, when requested, furnish such evidence as the ETB require in regard to any matter relevant to their candidature, will have no further claim to consideration.
Other Important Information	<p>The ETB will not be responsible for refunding any expenses incurred by candidates.</p> <p>The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the ETB is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.</p> <p>Prior to recommending any candidate for appointment to this position the ETB will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should another vacancy arise, the ETB may at its discretion, select and recommend another person for appointment on the results of this selection process.</p> <p>Candidates should note that any attempt to canvass support for an application will lead to disqualification.</p>
Application Process	<p>Applications should be made via the online portal available at www.getb.ie/jobs no later than 12 noon Thursday 4th December 2025</p> <p>All sections of the application form must be fully completed. Applications will not be accepted after the closing date and time. The admission of a person to this</p>

	<p>competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETB is satisfied that such person fulfils the requirements.</p> <p>Notes</p> <p>Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of the ETB. Therefore candidates are strongly advised to submit applications well before the 12 Noon Thursday 4th December 2025.</p> <p>We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by the ETB.</p>
<p>Selection Process</p>	<p>The Selection Process <u>may</u> include:</p> <ul style="list-style-type: none"> • Shortlisting of candidates on the basis of the information contained in their application • A competitive interview • Reference checking
<p>Shortlisting</p>	<p>Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the ETB may decide to employ a short listing process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.</p> <p>This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.</p> <p>During any short listing exercise that may be employed, the ETB examines the application forms and assesses them against pre- determined criteria based on the requirements of the position. It is therefore in your own interests to provide a</p>



	detailed and accurate account of your qualifications/ experience on the application form.
Queries	Any queries relating to this position or application process should be directed to recruitment@gretb.ie