

Music Generation Longford Resource Worker (Three-Year Fixed Term) Person Specification & Job Description

Longford and Westmeath Education and Training Board (LWETB), on behalf of Music Generation Longford, wishes to employ a Resource Worker to assist the Music Generation Development Officer with the organisation, promotion and day-to-day running and delivery of Music Generation performance music education¹ programmes in Co. Longford.

The ideal candidate will have a relevant qualification, a passion for music in all its forms and for its promotion and development.

Person profile

We are seeking candidates who:

- Demonstrate an understanding of effective group performance music education pedagogy
- Work effectively as an individual and as part of a team in both performance music education and administration
- 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.

Essential criteria

To qualify for appointment candidates must:

- Be a motivated, accomplished, reflective musician with demonstrable skills in at least one instrument/voice
- Have a proven track record in delivering to a high standard in at least one group performance music education context or genre
- Have a minimum of two years' experience in administrative and clerical systems gained in an office or relevant environment
- Travel will be required as part of this role and candidates must have access to public or private transport and be able to meet the travel requirements of the role.
- Be at least 17 years of age on or before the date of advertisement of the recruitment competition.

Desirable criteria

- An appropriate third level qualification in music and/or music education and/or equivalent quantifiable experience.
- A post graduate qualification in arts administration or media.
- Experience in delivering online music tuition.
- Excellent communications skills: written, telephone and interpersonal. Demonstrate the ability to plan, manage and deliver all areas of work in a thorough and organised manner.

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.

- Be a self-directed worker with demonstrated ability to work on own initiative as well as part of a team.
- Have excellent reporting skills, both written and verbal.
- Demonstrate competency in the use of computers as an administrative tool i.e. word processing, database, spread sheets.

JOB DESCRIPTION

About Music Generation Longford

Music Generation Longford is a performance music education programme in Co Longford 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 Local Music Education Partnerships (LMEPs). Locally, Music Generation Longford is supported and funded by Longford and Westmeath ETB and Longford County Council.

Duties

Reporting to the Music Generation Development Officer, the Music Generation Resource Worker has responsibility for delivery of performance music education as well as day-to-day administration and delivery of the Music Generation Longford programme. Duties shall include, but are not limited to:

PERFORMANCE MUSIC EDUCATION

- Delivery of up to 20 hours of performance music education per week during term time and at other times as directed by the MDO (in person and/or online, as required)
- Programme planning, development and design, incorporating different performance music education styles, including online programme design and delivery as required
- Assisting with the preparation and set up of group music classes, holiday camps, 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 Longford programmes including:

- Collating musician teaching schedules
- Monitoring and updating with partners and schools
- Providing event and project management support as required
- Supporting provider, partner, school principal network meetings, where required
- Instrument Bank development and management including maintaining instrument and resource inventory
- Contributing to the maintenance of partner school and organisation databases
- Contributing to regular communications with musician educators and partner schools and organisations
- General Office duties, including filing, copying, organising as well as general office communications: answering email and telephone enquiries
- Financial administration and recording: itemising incoming payments, issuing invoices and receipts as appropriate;

COMMUNICATIONS

- Assisting with the preparation and distribution of press/communications and publicity material relevant to the work of Music Generation Longford
- Assisting with photography/recording of rehearsals/concerts for archives and promotional use
- Promoting Music Generation through social media, updating the Music Generation Longford 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.

OTHER DUTIES

- Undertake other duties at the direction of the Music Development Officer or LWETB as required, to ensure the success of Music Generation Longford. Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.

Terms and conditions

Garda Vetting & Health

- Garda Vetting will be sought in accordance with the National Vetting Bureau Act, 2016 and there being no disclosure of convictions which LWETB considers would render the candidate unsuitable to work with children/vulnerable adults. This process will commence prior to appointment.
- Those under consideration for a position will be required to complete a health declaration.

Travel

- Travel will be required as part of this role and candidates must have access to public or private transport and be able to meet the travel requirements of the role.

Location

- The role of Music Generation Longford Resource Worker will be primarily based in LWETB's Administrative Office in Battery Road, Co. Longford, for the administration work. Locations for performance music education work may vary depending on programmes. LWETB reserves the right to change the location as service demands require.

Salary

- The starting point on the salary is €38, 283. For persons entering employment at this grade for the first time or those starting in the Public Sector for the first time starting pay will be at the minimum of the incremental scale as above i.e.: €38, 283. **This is not negotiable.**
An incremental salary scale applies thereafter as per C/L 0058/2026. Previous public sector experience in the **same** grade may be eligible for incremental credit. This will be determined upon appointment. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Citizenship Requirement

- Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, and Norway. Swiss citizens under EU agreements may also apply. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible.

Application and selection process:

- *Candidates should read the supporting documentation prior to completing the application.*
- *Candidates who wish to apply for the above post with Longford and Westmeath ETB are advised that they must apply by returning a completed application form to recruitment@lwetb.ie not later than **13.00 hours on Tuesday 29th September 2026**.*
- *Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience*
- *Incomplete applications will not be considered. **Late applications will not be accepted.***
- *Shortlisting will apply.*
- *If successful at interview, referees will be contacted directly by LWETB at its convenience and without further notice to candidates.*
- *Candidates must adhere to the word counts specified.*
- *Selection will be by way of competency-based interview.*
- *Canvassing by or on behalf of the applicant will disqualify.*
- *Provisional date for interviews is as soon as is practical post-closing date. Provisional date is week commencing 12th October 2026.*
- *Please note upon submitting your application, a confirmation of receipt of same will be emailed to you. This should not be taken as confirmation that the submission is a valid application. **If you do not receive a confirmation message within two days, please email recruitment@lwetb.ie PRIOR to the closing date.***
- *It is the responsibility of the candidate to ensure that the application form is received before the stated deadline. Any technical difficulties encountered by the sender when submitting an application, are not the responsibility of LWETB.*
- *Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard.*
- *All enquiries regarding your application should be made to recruitment@lwetb.ie using the post reference in the subject line of the email.*
- *Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.*
- *LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.*
- *Details on the services LWETB provides, including details of our schools, centres for education and programmes can be found on our website www.lwetb.ie*
- *Longford and Westmeath ETB is an equal opportunities employer.*
- *Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.*

Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein.

LWETB is a registered Data Controller and Equal opportunities employer.