

## **CANDIDATE INFORMATION BOOKLET**

Competition for appointment to a specific purpose contract:

### **MUSIC GENERATION LEITRIM MUSIC DEVELOPMENT OFFICER**

Reference No: **MGLD26**

**Mayo, Sligo and Leitrim Education and Training Board**

**Closing Date: 12 noon on Wednesday, 20<sup>th</sup> May 2026**

## **Introduction**

Mayo, Sligo and Leitrim Education and Training Board (MSLETB), provides a comprehensive range of education and training services throughout the region.

One of 16 ETBs nationally, MSLETB has the largest geographical area, covering 9014 km<sup>2</sup> across the 3 counties.

MSLETB serves a population of 243,000 people and its head office is located in Castlebar, with additional offices in Sligo and Carrick-On-Shannon.

We have a 21-member Board which has oversight of the services provided by almost 1700 staff, to over 22,000 learners, with an annual budget of almost 120 million euro.

Our learners include fulltime students in post primary schools and also learners engaged in a wide range of Further Education and Training Courses.

MSLETB educational provision includes 17 second level schools, while further education and training services are provided through education colleges, training centres and a range of adult and further education and training centres. These locations deliver education and training services such as, Post Leaving Certificate Courses (PLCs), Youthreach, Outdoor Education, Youth Services, Career Traineeship and Apprenticeship. The range of information and activities included in this website give some indication of the full scale and breadth of our Education and Training Board services.

Mayo, Sligo and Leitrim ETB places learning and the learner at the heart of its education and training provision with a mission of providing real opportunities for life and living to people in our region.

## Music Generation Leitrim

Music Generation Leitrim is part of Music Generation, Ireland's National Music Education Programme which transforms the lives of children and young people through access to high-quality, subsidised performance music education. Locally, Music Generation Leitrim is supported and funded by Mayo, Sligo and Leitrim Education and Training Board and Leitrim Co Council

Established in 2018, Music Generation Leitrim provides a range of performance music education programmes for children and young people throughout the county. These include:

- Step into Music: Early Years music programme for children aged 4 – 6 years in after school hubs
- After-School Music Hubs: Instrumental small group classes for 7–18-year-olds
- BandLab: Contemporary Youth music space for teenagers, age 12-18 year-old
- MusicWorks seniors – Ukulele/Bodhran/Vocal programme: Primary school environment 3rd – 6th class – whole class
- MusicWorks juniors: Song singing and musical activities to develop musicianship in the pre-instrumental year's junior infants – 2nd class – whole class
- Annual SingUP for primary and secondary schools – students from primary and secondary schools come together to sing common repertoire which has been learned in the classroom through a series of vocal workshops
- Beginner Harp programme in Ballinamore
- SEN programme provided for children with additional needs – primary school setting
- Transition Year, short programme (6 – 10 weeks) which includes ukulele, guitar, songwriting and music technology.

Further information about Music Generation Leitrim is available at:

[www.musicgenerationleitrim.ie](http://www.musicgenerationleitrim.ie)

<https://www.facebook.com/musicgenerationleitrim/>

## **BACKGROUND INFORMATION – MUSIC GENERATION**

Music Generation is Ireland's National Music Education Programme that transforms the lives of children and young people through access to high-quality, subsidised performance music education. Initiated by Music Network, Music Generation is co-funded by U2, The Ireland Funds, the Department of Education & Youth and Local Music Education Partnerships (LMEPs) in which Education and Training Board and Local Authorities play a lead role.

Its genesis stems from the combined philanthropic support of U2 and The Ireland Funds to seed-fund phased implementation of Music Network's Feasibility Study Report: [\*A National System of Local Music Education Services\*](#).

### **Phase 1: 2010 - 2015**

Formed with the aid of a €7m philanthropic donation from U2 and The Ireland Funds, Phase 1 of Music Generation established eleven LMEP Areas: Louth, Mayo, Sligo, Cork City, Laois, Wicklow, Carlow, Limerick City, Offaly/Westmeath, Clare and South Dublin.

### **Phase 2: 2016 - 2021**

Phase 2 was enabled by a further €6.3m philanthropic donation from U2 and The Ireland Funds to establish the programme in nine additional LMEP Areas: Cavan/Monaghan, Dún Laoghaire-Rathdown, Galway City, Galway County, Kilkenny, Leitrim, Roscommon, Waterford and Wexford.

### **National Expansion**

In December 2017, Government announced its commitment to support the expansion of Music Generation to all nine remaining areas of the country by 2022: Kerry, Kildare, Longford, Meath, Tipperary, Dublin City, Fingal, Limerick County and Cork County.

For further information visit: [www.musicgeneration.ie](http://www.musicgeneration.ie)

## **MUSIC GENERATION LEITRIM MUSIC DEVELOPMENT OFFICER - PERSON SPECIFICATION**

Mayo, Sligo, Leitrim Education and Training Board (MSLETB), as Lead Partner for Leitrim Local Music Education Partnership, seeks to employ a Music Development Officer to implement its plans for the provision of performance music education for children and young people in Co. Leitrim.

We are seeking a skilled professional with significant experience in music development and/or music education or a relevant artistic field, who has a combination of initiative, rigour, excellent interpersonal and leadership skills and a passion for music. This position requires a hard-working and efficient individual with a demonstrable track record of achievement and delivering results.

The ideal candidate will have a breadth of experience and understanding of performance music education across a range of ages, genres of music and contexts, and must have quantifiable and relevant management and financial experience in project planning/delivery and/or developmental initiatives. There is the potential, subject to qualifications and experience, and the needs of the role, for the Music Development Officer to be involved in the delivery of some programmes; however this is not mandatory.

The role of Music Development Officer offers a unique opportunity for someone dynamic to join MSLETB at a time of exciting change in the music education landscape in Ireland.

### **ESSENTIAL CRITERIA**

#### **To qualify for appointment candidates must have:**

1. A professional qualification in music or music education and/or a relevant Level 7 qualification (e.g. music degree, arts management, business management, etc.) and/or a proven track record of at least three years' experience in music development, music education management, or another relevant artistic field
2. Experience of leading and developing musician/artistic and administrative teams
3. Management experience in project planning and delivery and/or developmental initiatives
4. Full current Driving Licence with access to own transport.

### **DESIRABLE CRITERIA**

#### **Candidates should have:**

1. An excellent understanding of performance music education, music, arts and education policies and the local music/music education sector
2. A track record of playing a key role in actively developing and sustaining strategic partnerships. An understanding of or experience in working in a large public sector organisation would be an advantage
3. Management and administration experience, including strong financial and budget management
4. Experience of preparing reports, statistical information, and meeting other reporting requirements
5. Excellent communication skills, including written, verbal, and digital.

## **CORE COMPETENCIES REQUIRED:**

### **Leadership, Initiative and Managing Teams**

- Possess excellent leadership capability with the capacity to champion, energise, motivate and manage teams, deliver successful results and make things happen
- Have a track record in delivering successful results in an arts-related field
- Understand that the delivery of high-quality performance music education is the core business of Music Generation Leitrim and demonstrate the willingness and ability to lead and manage individuals and teams to achieve this;

### **Drive, Commitment and Delivery of Results**

- Be a highly-motivated and diligent individual, with a passion for and commitment to music education
- Demonstrate the ability to use, and to manage others in using, a range of resources, supports and processes to ensure the effective and efficient running of the Music Generation Leitrim programme;

### **Leading Effective Partnerships and Networks**

- Demonstrate the capacity to foster positive strategic relationships, communicate effectively and create synergies with a variety of stakeholders
- Be a strategic thinker with a high level of proficiency in planning and organisation and a natural capacity to manage a busy and varied role;

### **Managing and Developing Initiatives and Programmes**

- Demonstrate the skills to take on and respond to a broad and long-term view of the development needs of the Music Generation Leitrim programme
- Have an entrepreneurial mind-set, with strong financial experience and an aptitude for the challenges of achieving success
- Have a knowledge of developing practice in music education nationally and internationally, and a breadth of experience and understanding of performance music education across a range of ages, genres of music and contexts;

### **Self-Awareness / Self-Management**

- Have a high level of motivation and passion for this job, a strong understanding of the role, and a clear and convincing rationale for seeking the position
- Be a reflective thinker, consistently review own performance and set self-challenging goals and targets.

## **JOB DESCRIPTION**

### **About Music Generation Leitrim**

Music Generation Leitrim is a performance music education programme in Co. Leitrim 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 Youth and Local Music Education Partnerships (LMEPs). Locally, Music Generation Leitrim is supported and funded by MSLETB and Leitrim Co Council.

### **Duties**

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

#### **Programme Development**

- Drive the artistic and developmental vision of Music Generation Leitrim and ensure that it is focused on delivering high-quality experiences and outcomes for children/young people
- Generate participation among children/young people
- Based on the Music Generation Leitrim 5-year plan, devise and deliver annual plans for Music Generation Leitrim.

#### **Leading and Managing a team of Musician Educators**

- Participate in the engagement and recruitment of the Music Generation Leitrim team of musician educators
- Lead, motivate and manage musician educators in the design, development and delivery of a range of performance music education 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 musician educators which supports and cultivates a community of learning

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

- Line manage the Music Generation Administrator role
- Establish and oversee effective data management systems such as student records, musician educator records, attendance, purchasing and spending procedures, and timetables

#### **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 Leitrim through a variety of channels and media
- Finance and Compliance
- Overall responsibility for budget management, including procurement
- Identify and access additional sources of locally-generated matched funding
- Financial and compliance reporting to MSLETB and the Music Generation National Development Office
- Asset management
- Ensure compliance with Child Protection regulations, including Garda Vetting

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

- Work closely with and report on a regular basis to Leitrim Local Music Education Partnership and Working Group
- Monitor and evaluate progress and development on a continuous basis and ensure standards as set by Leitrim Local Music Education Partnership and the Music Generation National Development Office are being reached
- Compile indicators and complete progress reports for Leitrim Local Music Education Partnership.
- Responsible for reporting on all aspects of the Music Generation Leitrim programme to the Music Generation National Development Office, including programme development and planning, strategic plan updates, budgeting and an annual workplan.

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

- Work with the Music Generation National Development Office in developing Music Generation Leitrim
- 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 MSLETB, as required, to ensure the success of Music Generation Leitrim. Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.

### **Garda Vetting**

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

### **Driving Licence**

Candidates must hold a full current driving licence with access to own transportation.

## **Terms & Conditions of Employment**

### **Tenure**

Specific Purpose whole-time contract until 28/05/2027

### **Hours of Work**

Attendance will be 35 hours per week, required during normal ETB office hours and at such other times as are necessary for the delivery of the Music Generation Leitrim.

### **Initial Location**

The role of Music Generation Leitrim Development Officer will be primarily based in Carrick-on-Shannon, Co. Leitrim. Mayo, Sligo and Leitrim Education and Training Board reserves the right to assign you to any other location or base that is under the control of Mayo, Sligo and Leitrim Education and Training Board, as the need arises. Any change in location or base by Mayo, Sligo and Leitrim Education and Training Board will not be deemed as redeployment as provided for under the Public Service Agreements

## Salary

The current salary scale for the Music Development Officer post is –

### Rate from 01/02/2026

€57,896  
€59,278  
€60,960  
€64,125  
€66,016  
€68,365\*  
€70,731\*\*

**IMPORTANT NOTICE RE: SALARY:** As per DEY 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.

## Recruitment

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

A shortlisting process may be undertaken to identify candidates who most closely meet the criteria for the post

Candidates invited for interview may be required to give a verbal presentation outlining their approach to the role of Music Development Officer and their ideas regarding further development of the Music Generation Leitrim programme

The first interview may reduce the initial short list and remaining candidates may be invited for a subsequent interview

## Probation

The successful candidate shall serve a probationary period in accordance with the terms set out in MSL ETB's Probationary Policy.

## Annual Leave

The annual leave allowance for the position of Music Generation Development Officer is 27 days p.a. This allowance is subject to the usual conditions regarding the granting of annual leave in MSLETB, is based on a five-day week and is exclusive of the usual public holidays.

### **Sick Leave**

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the relevant legislation and Department of Education & Youth sick leave circulars.

### **Start Date**

MSLETB shall require a person to whom an appointment is offered to take up such appointment within a period of not more than 6 weeks and if they fail to take up the appointment within such period or such long period as the MSLETB in its absolute discretion may determine, MSLETB shall not appoint them.

### **Business Travel**

When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

### **Superannuation Contributions**

Persons who become pensionable officers of MSLETB who are liable to pay Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to MSLETB at the rate of 5% of their pensionable remuneration.

Persons who become pensionable officers of MSLETB, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to MSLETB at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children)

All person who become pensionable officers of MSLETB are required, in respect of Spouses and Children Contributory Pension Scheme 1986, to contribute to MSLETB at the rate of 1.5% of their pensionable remuneration or net pensionable remuneration, whichever is relevant and in accordance with the terms of the Scheme.

Person who become pensionable officers of MSLETB for the first time on or after 1<sup>st</sup> January 2013 are liable to pay the Class A rate of PRSI contribution and are required in respect of superannuation to contribute at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) plus 3% of pensionable pay.

### **Eligibility to compete**

#### **Citizenship requirements**

Eligible Candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or

- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a Stamp 4 permission[1] or a Stamp 5 permission.

To qualify candidates must be eligible by the date of any job offer.

**IMPORTANT NOTICE: The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and condition of employment which will be set out in the employment contract to be agreed with the successful candidate.**

## **How to Apply**

Reference Number and Title of Post must be quoted on Application Form. Applications on the official M.S.L.E.T.B. Application Form are only accepted by email in PDF format to: [employment@msletb.ie](mailto:employment@msletb.ie)

The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

**Please note:** Only applications submitted on the official application form will be considered. The application form is available on the MSLETB website [www.msletb.ie](http://www.msletb.ie)

## **Closing Date**

The closing date for receipt of applications is **12 noon on Wednesday, 20<sup>th</sup> May 2026**. MSLETB will not consider an application received outside the closing date.

## **References**

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). These referees do not have to include your current employer, but should be in a position to provide a reference for you. Please be assured that we will only collect the details and contact referees should you come under consideration for the post.

## **The Importance of Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

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 that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview as required or other test when and where required by MSLETB, or who do not, when requested, furnish such evidence, as MSLETB requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to MSLETB, including all forms issued by MSLETB for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

### **Use of Recording Equipment**

MSLETB does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purpose must seek written permission in advance. This policy is on place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act 2004.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

### **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

#### **Candidates must not:**

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/ imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

### **Quality Customer Service**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

### **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force in the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you submit an application for a competition, we create a computer record in your name. information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Mayo, Sligo and Leitrim Education and Training Board is an equal opportunity employer.