



**An Chomhairle Oidhreachta  
The Heritage Council**

# **Candidate Information Booklet**

## **Education Administrator Executive Officer (Permanent)**

**The Heritage Council is committed to a policy of equal  
opportunity.**

**Closing Date for Applications**

**29<sup>th</sup> April 2026**

**(Late applications will not be considered)**



## **The Organisation**

Established under The Heritage Act 1995, The Heritage Council is a public body whose mission is to develop a wide understanding of the vital contribution that our heritage makes to our social, environmental & economic well-being. For further details, visit the [Heritage Council website](#).

The Heritage Council in Kilkenny has grown significantly in recent years as its role in protecting, promoting, and supporting Ireland's heritage has expanded. With increasing responsibilities across areas such as conservation, community engagement, research, and heritage education, the organisation has become a central driver of heritage initiatives at both local and national levels. As demand for its programmes and services continues to rise, the need for additional staff has become increasingly important to ensure the Council can effectively manage its growing workload and continue delivering high-quality support to communities and heritage projects throughout the country.

The Heritage Council in delivering a recruitment campaign across several sections within the organisation. This campaign reflects the continued growth and expanding remit of the Heritage Council and aims to attract skilled professionals to support its work in heritage conservation, community engagement, policy development, and programme delivery.

## **The Position**

### **Background**

The Heritage in Schools Programme is a primary school heritage education initiative which facilitates visits to primary schools by a range of experts on Ireland's natural, cultural, and built heritage and is the Heritage Council's main activity for primary schools. Visits are part-funded by the school, and the remainder of the fee and travel expenses are funded by the Heritage Council.



In 2000, when the Programme was launched a panel of 49 Specialists was recruited and 187 school visits were undertaken. Update has grown steadily, year on year, since then, with a panel of 134 active members delivering 3,071 visits in 2025. Since Heritage Council records began in 2012, more than 28,000 specialist visits in total have been made to over 3,200 schools nationwide, engaging an estimated 1.7 million schoolchildren.

Building on the success of the primary programme, The Heritage Council's Strategic Plan 2023-2028 Our Place in Time, is committed to the establishment of a similar post-primary programme. A pilot post-primary programme in Transition Year, Junior Cycle and Leaving Certificate classes was trialled in the academic year 2024/2025 and the first term of 2025/2026. A proof of concept was established, and Council has approved its commencement to a national roll-out in September 2026.

Alongside the delivery of the Heritage in Schools Programme, the Heritage Council has also committed in its Strategic Plan to develop heritage in education policy more broadly, to produce a Heritage in Education Charter with the aim of mainstreaming heritage in education, and to increase access to skills and training provision across the heritage sector.

## **The Role**

Working closely with colleagues in the Research, Learning, and Cultural Heritage department, the Education Administrator (EO) will play a key role in supporting the effective administration, governance, and delivery of the long-established Heritage in Schools programme at primary level and its introduction at post-primary level. The Education Administrator will report directly to the Heritage in Schools Programme Manager to support the Heritage in Schools programme (primary and post-primary), and any other duties as may arise in the Heritage Council's wider work in education, skills and training.



## **Main Duties and Responsibilities**

The main duties of the role include but are not limited to:

### **Administration & Coordination**

- Provide day-to-day administrative support to the Heritage in Schools Programme Manager and the wider education team.
- Support key workstreams, projects, and compliance activities as required
- Assist with scheduling, minute-taking, agenda preparation, briefing materials, and follow-up actions for meetings.
- Maintain programme documentation, project files, registers (e.g., risk, contacts, outputs), and reporting templates.
- Support the development and monitoring of annual work plans, reports and timelines.
- Support the delivery of related heritage-in-education programmes, activities and other tasks that may be assigned from time to time.

### **Programme Support**

- Support the procurement and onboarding of new specialists to the Heritage in Schools Panel and supporting existing Heritage in Schools Panel members
- Ensure Garda Vetting for all panel members is processed, valid and up to date and ensure completion of Children First e-learning by each specialist
- Create and update website and booking system profile pages for each specialist
- Support induction training delivery and networking events
- Maintain training records and manage documentation relating to insurance policies
- Monitor school feedback and upload testimonials to specialist profile pages
- Manage phone and email queries from specialists regarding bookings, claims, and administrative processes
- Support the rollout of new systems, training resources, and related administrative tasks



- Manage bookings made through the online Heritage in Schools booking system
- Respond to queries from schools regarding programme processes and booking procedures
- Providing clear, timely guidance to ensure a positive user experience for teachers and schools

## **Payments and Financial Administration**

- Process payments to Panel members in line with approved procedures
- Ensure all required documentation is complete, accurate, and compliant
- Raise purchase orders and timely invoice payment in line with public procurement processes

## **Stakeholder Engagement and Communication**

- Act as a professional and informed point of contact for schools, specialists, and internal colleagues
- Handle queries efficiently and provide accurate programme information

## **Events & Logistics Support**

- Arrange venues, travel, accommodation, accessibility supports, catering, registrations, and event communications.
- Assist with event materials, briefings, presentation packs, attendee coordination and follow-up feedback collection.

## **Communications & Public Engagement Support**

- Coordinate social media assets and digital content in collaboration with communications providers.



- Support the collation of information and images for PR materials, newsletters, and web updates.
- Maintain mailing lists, stakeholder directories and communication logs.

And other duties as may be assigned by the line manager or CEO.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of The Heritage Council.

## **Education, Training and Experience**

### **Essential Criteria**

Each candidate must, on the latest date for receipt of completed applications have:

- At least 2 years of relevant experience.
- Excellent written and verbal communication skills, with experience of delivering projects through social media.
- Budget management and financial literacy.
- Strong administrative and organisational skills, with experience supporting complex programmes or projects.
- Demonstrated ability to manage logistics for meetings and events.
- Strong interpersonal skills and ability to work collaboratively with a wide range of stakeholders.
- High level of accuracy and attention to detail in record-keeping and documentation.
- Ability to prioritise work, manage competing demands and meet deadlines.
- Competence in Microsoft Office and digital collaboration tools.
- Demonstrated commitment to public service values and inclusive practice.
- Full unendorsed category B driving licence and full-time access to a car, or for candidates who are unable to drive, full-time access to transport.



## **Desirable Criteria**

- A level 7 qualification or above in a relevant discipline.
- Demonstrated ability to work as part of a team and on own initiative.
- Excellent time management skills and ability to work to deadlines.
- The ability to communicate through the Irish language, both verbal and written.
- Familiarity with communications, digital content management or PR support.

## **Reporting**

The successful candidate will report to the Heritage in Schools Programme Manager or any other person as may be determined from time to time by the CEO.

## **Competencies for the Role**

- People Management
- Analysis and Decision Making
- Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self-Development

## **Citizenship Requirements**

Eligible candidates must be, on the latest date for receipt of completed application forms;

(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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or



(e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or

(f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

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

## **Conditions of Service**

### **Tenure**

The post is a whole-time, permanent position.

### **Salary**

The position is analogous to the Civil Service Grade of Executive Officer. The (PPC) salary scale, including the required pension contribution, is set out below.

<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>	<b>Point 6</b>
<b>€38,419</b>	<b>€40,360</b>	<b>€41,456</b>	<b>€43,594</b>	<b>€45,510</b>	<b>€47,364</b>
<b>Point 7</b>	<b>Point 8</b>	<b>Point 9</b>	<b>Point 10</b>	<b>Point 11</b>	<b>Point 12</b>
<b>€49,211</b>	<b>€51,024</b>	<b>€52,890</b>	<b>€54,749</b>	<b>€56,722</b>	<b>€58,044</b>

**\*Long Service Increment 1 €59,928**

**\*\*Long Service Increment 2 €62,601**

\*After three years' service at Point 12. \*\*After three years' service at Long Service Increment 1. (Pay scale as of **1<sup>st</sup> February 2026**)

Candidates should note that entry will be at the minimum of the salary scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant. The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to The Heritage Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are



required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

It is the individual responsibility of former public or civil servant candidates to ensure their eligibility to apply. In particular, potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarize themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

### **Annual Leave**

The annual leave entitlement for this role (based on a full-time role) is 23 days per year, rising to 24 days after 5 years' service, 25 days after 10 years' service, 26 days after 12 years' service and 27 days after 14 years' service.

### **Place of Work**

The place of work will be The Heritage Council headquarters, Áras na hOidhreachta, Church Lane, Kilkenny.

### **Blended Working**

The Heritage Council is pleased to offer a blended working model that supports both collaboration and flexibility.

### **Flexible Working**

The Heritage Council is committed to providing a supportive and modern working environment and is pleased to offer flexible working arrangements as part of this recruitment campaign. Recognising the importance of work life balance, the organisation supports a range of flexible options, including blended working, flexible start and finish times.



## **Hours of Attendance**

The standard working week is 35 hours.

The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties, 0020 subject to the limits set down in the working time regulations.

## **Probation**

There shall be a period after the appointment takes effect during which the appointed person shall hold such employment on probation. Such period shall be six months, but the Chief Executive may, at her discretion, extend such period. A person may cease to hold such employment at the end of this period at the discretion of the CEO.

## **Retirement / Superannuation**

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in at the time of being offered an appointment. Effective from 1<sup>st</sup> January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are members of the Single Scheme.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April 2004.



The above represents the principal conditions of employment and is not intended to be a comprehensive list of all terms and conditions of employment, which will be set out in a detailed employment contract to be agreed with the successful candidate.

## **Application Process**

### **Selection Methods**

The selection process may include any or all the following:

- Shortlisting of candidates. The number of candidates to be invited for interview shall be determined by The Heritage Council. The shortlisting will be carried out by or on behalf of The Heritage Council against criteria specified for the position and only based on the information contained in the candidate's application.
- An interview which may include a presentation by the candidate.
- A second interview which may also include a presentation or other exercise.
- The Heritage Council may create a panel from which future vacancies at the specified grade may be filled.

It is the intention to hold interviews at the offices of The Heritage Council. The Heritage Council may hold interviews via remote technologies. It is the responsibility of the interviewee to ensure that he/she has access to adequate facilities to enable them to participate in online interviews. The Heritage Council will not be responsible for any expense a candidate may incur in attending for interview.

### **How to Apply**

To apply, please email a cover letter (no more than two pages) to Kayleigh Greene at [Kayleigh@excelrecruitment.com](mailto:Kayleigh@excelrecruitment.com), with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Additionally, please attach a comprehensive curriculum vitae (C.V.) clearly showing the relevant achievements and experience in your career to date.



## **Candidates with Disabilities**

The Heritage Council is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

## **Closing Date**

Please note the latest receipt for applications is 29<sup>th</sup> April 2026. Any applications received after the closing date and time will not be considered.

## **Deeming of Candidature to be withdrawn**

Candidates who do not attend for interview when and where required by The Heritage Council, or who do not, when requested, furnish such evidence as the Council requires regarding any matter relevant to their candidature, will have no further claim to consideration.

## **Period of Acceptance**

The Heritage Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint her/him.

## **Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of The Heritage Council or person nominated by The Heritage Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.



## **Garda Vetting**

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all addresses at which they have resided.

## **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

## **Enquiries/Further Information**

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email [Kayleigh@excelrecruitment.com](mailto:Kayleigh@excelrecruitment.com).



## **General Information**

### **Legal Compliance**

The Heritage Council are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

### **GDPR Compliance**

The Heritage Council collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

### **Use of Recording Devices**

The use of recording equipment is prohibited during the application and interview process.

### **Candidate Obligations**

Candidates must not knowingly provide false or misleading information.

Candidates must not interfere or compromise the competition process in any way.

