



**An Chomhairle Oidhreachta
The Heritage Council**

Candidate Information Booklet

GLAM Awards Programme Manager Higher Executive Officer

Two-year fixed-term contract

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

Closing Date for Applications

29th of 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 and 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 is 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

Since its establishment in 1995, the Heritage Council has proposed policy and programming for the cultural heritage sector, e.g. the Museums Standards Programme for Ireland and the Conservation Internship Scheme. Building on these long running initiatives, the Heritage Council has commenced other cultural heritage initiatives in recent years with partnerships with the National Museum of Ireland in relation to community archives (Irish Community Archives Network) and strategic investment in cultural heritage training and skills, (e.g. bursary for UCD School of History MA in Archives and Records Management).



In line with this, The Heritage Council has received Shared Island funding of €5m over 5 years to strengthen the Shared Home Place programme from 2026–2030, which includes the development of an all-island Galleries Libraries Archives Museums (GLAM) Awards Programme.

To deliver on this objective, The Heritage Council is now seeking an experienced and dynamic GLAM Awards Programme Manager (HEO grade) to lead the establishment and early implementation of the Shared Homeplace GLAM Awards Programme. This new all-island initiative celebrates excellence across galleries, libraries, archives and museums, strengthens cross-border collaboration, and enhances public engagement with local cultural institutions.

The Role

Working closely with the existing cultural heritage team within the Heritage Council's Research, Learning and Cultural Heritage department, the GLAM Awards Programme Manager will report directly to the Head of Research, Learning and Cultural Heritage. The GLAM Awards Programme Manager will play a pivotal role in building the programme from inception through to delivery, including governance structures, stakeholder relationships, grant mechanisms, professional exchange programmes, events and award-cycle coordination. Events management and public relations will be central responsibilities, as public engagement and sector visibility are core to the programme's success.

Main Duties and Responsibilities

Programme Leadership & Delivery

- Lead the establishment, coordination and ongoing development of the GLAM Awards Programme, ensuring alignment with Shared Home Place themes and the overall Shared Homeplace framework.
- Develop and oversee annual work plans
- Manage a large budget and deliver KPIs in a timely and cost-effective manner.



- Coordinate the planning and rollout of institutional supports, professional exchanges, mentorship initiatives, and preparatory activities for the annual GLAM Awards ceremony.

Governance & Stakeholder Engagement

- Establish and manage the All-Island GLAM Awards Steering Committee, including scheduling meetings, preparing materials, and ensuring sectoral representation from across the island.
- Build strong working relationships with GLAM institutions, sectoral bodies, local community partners and cross-border stakeholders.
- Lead the development of judging structures, award criteria, and selection processes.

Events Management

- Oversee the design and delivery of all events related to the programme, including:
 - Cross-border seed-grant launch events
 - Participatory public-engagement activities
 - Professional exchanges, shadowing events and thematic workshops
 - Annual networking forum
 - Events linked to fellowship exchanges
 - The inaugural and subsequent GLAM Awards ceremonies
- Ensure all events meet high standards of accessibility, inclusivity, and audience engagement.

Communications, PR & Public Engagement

- Develop and manage a dedicated communications strategy for the GLAM Awards Programme.
- Work closely with communications partners to deliver integrated PR campaigns, including press activity, film outputs, digital content, co-created community content and sector-facing materials.



- Develop clear messaging that positions the awards as a flagship Shared Homeplace initiative with strong public visibility.
- Coordinate communications for seed-grant projects, ensuring events and project outputs are shared online and showcased to the public.

Cross-Border Collaboration & Professional Development

- Manage partnerships with sectoral bodies to deliver cross-border seed-grant schemes.
- Oversee the establishment of a 3 to 12-month professional exchange linking institutions north and south, including mentorship and peer-learning frameworks.
- Work with partners to ensure project outputs contribute meaningfully to community engagement and sectoral innovation.

Programme Administration & Reporting

- Manage budgets, programme documentation, reporting, risk logs and evaluation activities.
- Monitor project timelines, identify risks (such as staffing or delivery delays), and implement mitigation measures.
- Oversee programme administration and line management duties of the Project Administrator (EO grade).
- Support annual evaluation and development of long-term sustainability for the programme.

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

Candidates must demonstrate in their cover letter and CV that they meet all the below essential criteria. Each candidate must, on the latest date for receipt of completed application forms have:



Essential Requirements

- Experience at an appropriate level managing multi-strand cultural, heritage or arts programmes.
- Demonstrated expertise in events management, including planning, logistics, delivery, and evaluation.
- Proven PR, communications or public-facing campaign management experience, ideally within culture, arts, or public engagement sectors.
- Experience in managing budgets
- Strong stakeholder-engagement skills, with the ability to build partnerships across organisations, jurisdictions and professional communities.
- Excellent organisational, project-management, and problem-solving abilities.
- Strong written and oral communication skills, including briefing, report writing and public presentation.
- Experience working with committees, advisory groups or governance structures.
- Ability to work independently while contributing effectively to a collaborative team environment.
- Demonstrated commitment to inclusivity, community engagement and high-quality public service delivery.
- Hold a full, unendorsed Category B Driving licence and must have access to their own motor vehicle

Desirable Experience

It is also desirable, but not essential, that candidates will have

- Prior experience in the GLAM sector (galleries, libraries, archives, museums).
- Experience in cross-border or all-island collaborative projects.
- Understanding of community-engaged creative practice, participatory methods or co-creation.
- Knowledge of Ireland's cultural policy landscape, north and south.
- Fluency in written or spoken Irish
- Familiarity with the Shared Homeplace agenda or Shared Home Place themes.



- Experience of public service programme delivery.

Core Competencies (HEO Level)

- Team leadership
- Judgement, analysis and decision making
- Management and delivery of results
- Interpersonal and communication skills
- Specialist knowledge, expertise and self-development
- Drive and commitment to public service values

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 two year fixed term contract position.

Salary

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

Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
€59,435	€61,173	€62,908	€64,640	€66,380	€68,111
Point 7	Point 8				
€69,849	€72,353				

***Long Service Increment 1 €72,353**

****Long Service Increment 2 €75,788**

*After three years' service at Point 8. **After three years' service at Long Service Increment 1. (Pay scale as of **1st 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 programmes, 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 29 days, rising to 30 days after 5 years.

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 subject to the limits set down in the working time regulations.

Probation

There shall be a period after 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 1st 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 1st April 2004.

The above represents the principal conditions of employment and is not intended to be the 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 on the basis of the information contained in the candidate's application form.
- 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 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, 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 29th 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.

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.

