



**An Chomhairle Oidhreachta
The Heritage Council**

Candidate Information Booklet

Local Authority and Sectoral Grant Manager (Permanent)

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

Closing Date for Applications

29th 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 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 Role

The Local Authority and Sectoral Grant Manager will support the delivery and administration of grant programmes that fund local authorities, heritage sector initiatives and strategic partner organisations. These programmes support heritage management, conservation initiatives, biodiversity action and strategic partnerships across the country.

This is a new role within the grants function and will support the continued development and coordination of the Heritage Council's programmes with local authorities and sector organisations.

The role will focus on the operational management of grant schemes, supporting the assessment process, monitoring funded projects, and strengthening partnerships with local authorities, heritage sector initiatives and strategic partner organisations.



Main Duties and Responsibilities

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

Grant Programme Management

- Manage and support the administration of grant programmes involving local authorities, heritage sector initiatives and strategic partner organisations, ensuring that schemes operate efficiently and in line with Heritage Council policies and procedures.
- Support the management of key partnership programmes delivered with local authorities, heritage sector initiatives and strategic partner organisations.
- Monitor delivery of programme outputs and activities to ensure alignment with the Heritage Council's strategic priorities.
- Support the development and refinement of grant schemes, programme guidelines and operational processes.

Governance and Reporting

- Ensure that programmes operate in line with public sector governance requirements, including financial oversight, reporting and audit requirements.
- Prepare reports, briefing notes and documentation for Council, committees and the Senior Management Team.
- Arrange and undertake site visits to funded organisations and projects, as appropriate, to monitor progress and gather updates on programme delivery.

Stakeholder and Partnership Engagement

- Coordinate engagement with programme partners, including local authorities, heritage sector initiatives and strategic partner organisations.
- Support the preparation and review of partnership agreements, annual work programmes and funding arrangements with strategic partners.
- The role will involve working closely with the Local Authority Liaison Team and other Heritage Council staff to support the effective delivery of programmes involving local authorities and heritage sector partners.



Team Collaboration

- Work collaboratively with the wider grants team and provide support across other Heritage Council grant programmes as required, particularly during busy periods in the annual grants cycle.

Programme Monitoring and Performance

- Develop and maintain programme performance frameworks and assist in monitoring key performance indicators (KPIs) associated with funded programmes and partnerships.
- Prepare programme performance summaries, briefing materials and recommendations for senior management and Council.
- Support periodic programme reviews and evaluations to assess programme effectiveness, value for money and long-term impact.

Data, Research and Evidence

- Maintain accurate programme records and datasets within the Heritage Council's grant management systems.
- Support the development of systems for collecting, storing and analysing programme data to inform decision-making.
- Work with colleagues across the organisation to improve data quality, reporting systems and programme monitoring processes.
- Assist in the preparation of analytical reports and briefing materials based on programme data, research findings and programme performance.
- Contribute to research and evidence-gathering initiatives that support the evaluation and future development of Heritage Council programmes.

General Responsibilities

Undertake other duties as may reasonably be assigned from time to time in line with organisational needs.

The responsibilities outlined above should not be regarded as comprehensive and may be added to or altered as required in line with organisational needs.



Education, Training and Experience

Essential Criteria

Candidates must demonstrate in their application that they meet the following essential criteria:

- A third-level qualification in a heritage-related discipline, planning, public administration, finance, environmental management, or a related field,

or

at least 4 years' experience working in programme administration, grant management, public sector programmes, or a related area.
- Experience working with local authorities, public bodies, or sector organisations.
- Strong analytical and administrative skills with the ability to manage complex information.
- Excellent written and verbal communication skills.
- Experience preparing reports and programme documentation.
- Strong IT skills including experience with data systems, spreadsheets or grant management systems.
- Ability to manage multiple deadlines and competing priorities.
- Ability to work effectively as part of a team in a busy programme environment.

Desirable Criteria

- Experience working in the heritage, planning, environmental or cultural sector.
- Understanding of public sector governance and grant compliance requirements.
- Experience analysing programme performance data.
- Fluency in written and spoken Irish would be an advantage.

Reporting

The Local Authority and Sectoral Grant Manager will report to the Head of Finance, Strategy and Grants, or such other person as may be designated by the Chief Executive.



Competencies for the Role

- 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 whole-time, permanent 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 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.

