



**An Chomhairle Oidhreachta  
The Heritage Council**

## **Candidate Information Booklet**

**Shared Island Heritage Networks**

**Executive Officer**

**Two-year fixed-term contract**

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

**Closing Date for Applications**

**29<sup>th</sup> of May 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 Position**

The Heritage Council is establishing a new all-island professional network for local authority heritage professionals, building on the existing Heritage Officer model and extending it into a structured, sustained relationship with Northern Ireland district councils for the first time.

The Executive Officer will provide operational, administrative and coordination support to the delivery of this programme. The role has a primary focus on the practical delivery of all-island activity, including professional networks, meetings, events, funding mechanisms and reporting requirements. To support efficient programme delivery and shared operational systems, the Executive Officer will also provide administrative and coordination support to the Ceangal local authority heritage programme, under the direction of the Local



Authority Liaison Officer.

This is a hands-on coordination role. The successful candidate will be the person who keeps the programme running smoothly on a day-to-day basis, working across event logistics, financial administration, record-keeping, communications support and stakeholder coordination. The role requires someone who is organised, reliable and comfortable working with partners across different organisations and jurisdictions. The Executive Officer will work within the Climate, Biodiversity and Local Heritage team, reporting to the Local Authority Liaison Officer and working closely with the All-Island Local Authority Heritage Networks Programme Manager.

## **Principal Responsibilities**

### **Event, meeting and network coordination**

Coordinate the logistical arrangements for all-island heritage network meetings, forums, training events and conferences. Arrange venues, accommodation, catering, transport and site visits, and liaise with suppliers and service providers. Manage registrations, attendance records, event materials and participant communications, including issuing joining instructions and practical information. Provide on-the-day operational support at events as required.

### **Administrative and financial support**

Support the administrative and financial processes required for programme delivery, including purchase orders, invoices, payment tracking and supplier records, in line with Heritage Council procedures. Maintain accurate and audit-ready records of procurement, expenditure, commitments and programme activity. Assist with procurement processes related to events and services, including coordination of quotations and documentation.

### **Programme coordination and record-keeping**

Maintain contact lists and distribution groups for local authority staff participating in all-island heritage network activity, including Northern Ireland district councils. Maintain shared calendars, workplans and document repositories to support programme delivery.



Provide secretariat support for programme meetings and working groups, including scheduling meetings, preparing agendas, circulating papers and recording actions.

### **Reporting and information collation**

Assist in collating programme activity information, participation data and outputs to support monitoring, evaluation and reporting requirements. Support the preparation of routine updates and inputs for reports to senior management, the Board and external funders, including the Shared Island Unit. Maintain clear and organised records to support audit and reporting requirements.

### **Communications and coordination support**

Support the coordination of communications activity related to all-island heritage network events, funding calls and professional network activity, in liaison with the Communications team. Arrange event documentation, photography and record-keeping as required. Assist with routine correspondence and dissemination of approved communications materials.

### **Support for aligned programmes**

Provide administrative and coordination support to the Ceangal local authority heritage programme, where this supports efficient delivery of all-island heritage network activity and aligned events. Respond to routine queries from local authority staff and partners, referring substantive or policy matters to the appropriate officer.

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 application forms have:



- A minimum of three years' experience in an administrative, programme support or coordination role.
- Strong organisational and logistical skills, including experience supporting meetings or events.
- Experience handling administrative and financial processes, including working with suppliers and payment systems.
- Good written communication skills, including preparing correspondence, agendas or minutes.
- Strong interpersonal skills and the ability to work cooperatively with colleagues and external partners.
- Flexibility, initiative and the ability to manage competing priorities.
- 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**

It would be an advantage to demonstrate:

- Experience supporting all-island, cross-border or Shared Island initiatives.
- Experience organising conferences, workshops or professional network events.
- Familiarity with public sector financial or procurement processes.
- Experience working with local authorities or local government bodies.
- An interest in heritage, place-based or community-focused programmes.

### **Reporting**

The successful candidate will report to the Local Authority Liaison Officer or any other person as may be determined from time to time by the CEO.



## Competencies for the Role

- Judgement, analysis and decision-making
- Management and delivery of results
- Interpersonal and communication skills
- 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 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>
€38,419	€40,360	€41,456	€43,594	€45,510	€47,364
<b>Point 7</b>	<b>Point 8</b>	<b>Point 9</b>	<b>Point 10</b>	<b>Point 11</b>	<b>Point 12</b>
€49,211	€51,024	€52,890	€54,749	€56,722	€58,044
<b>*Long Service Increment 1 €59,928</b>			<b>**Long Service Increment 2 €62,601</b>		

\*After three years' service at Point 7. \*\*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 and 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 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, in general, 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 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 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> of May 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.

