



**Celtic and Irish
Cultural Society**

c/o 3 Marion Road
Furnace Green
Crawley
West Sussex
RH10 6QQ

Tel: 01293 513189

Dear candidate,

Thank you for your interest in the advertised post.

The Job Pack contains the following:

- Application form (five pages)
- Covering letter (this page)
- Job description and candidate profile (one page)
- Celtic and Irish Cultural Society information (one page)
- Guidance Notes (one page)

Please complete the application form, using the person specification as a guide, and return the form to our address by **5pm on 1 December 2006**.

Please clearly mark the envelope '**CONFIDENTIAL – APPLICATION FORM ENCLOSED**' when returning the completed application form. Please ensure you use the correct postage.

Should you have any queries, please do not hesitate to contact the committee on 01293 513189 or visit www.celtic-irish.co.uk.

We look forward to receiving your application.

Yours faithfully

John Nolan
Chairman
Celtic & Irish Cultural Society
www.celtic-irish.co.uk

JOB DESCRIPTION:

CICS ADMINISTRATOR / CO-ORDINATOR (Part-Time)

Salary: £10,000 16 hours per week [£23,400 pro rata]

The Celtic and Irish Cultural Society seek to appoint an enthusiastic, self-motivated and highly organised part-time worker to manage operations of the society. The position is funded for a 12-month period by the Irish government Dion Fund, renewable subject to review. The post will be at the forefront of the Society's development, supported and directed by an active committee.

SCOPE OF THE ROLE

- ❑ To organise the implementation of policies directed by the committee and to seek new ways to develop and strengthen the society from additional funding procedures.
- ❑ To liaise with external agencies and funding bodies and to assist in the development of community events and growth of the organisation.
- ❑ To assist the Society locally and nationally and raise awareness of the work done.
- ❑ To strengthen and enhance the perception of the Irish community in the southeast.

CANDIDATE PROFILE

The candidate will:

- ❑ Have excellent ICT and communication skills: experience of MS Office / Corel WP Office / StarOffice applications and relevant software to support the nature of the role.
- ❑ Have excellent administrative skills and ideally, experience of working within the voluntary sector and/or with cultural groups and be passionate about Celtic/Irish culture.
- ❑ Have experience of promoting activities to media outlets and the public. Ideally, you will have basic knowledge of website design and knowledge of producing publicity material.
- ❑ Work flexible hours and to fulfil the tasks of the role as necessary.

MAIN DUTIES

Working from home and reporting to the committee you will:

- ❑ Be the main point of contact for the Society, dealing with email and telephone contacts.
- ❑ Maintain contact with supporters through the administration of an online email newsletter and maintain contact with media outlets with regular press releases to create and maintain wider community interest.
- ❑ Maintain information for the public at the www.celtic-irish.co.uk website
- ❑ Lead on networking and the development of partnerships between the Society, local agencies and community organisations.
- ❑ Assist in the generation of new funding streams and funding applications to support the activities of the Society.
- ❑ Create and maintain database resources of contacts, supporters, participants and additional data to support the activities of the Society.
- ❑ Share experience and best practice with relevant cultural groups throughout the UK.
- ❑ Source suppliers and negotiate costs, minimise expenditure to the highest extent.

The details contained in this job description reflect the nature of this job at the date of preparation. It is possible that over time that the job will change and the Society will expect to revise this job description and will consult with the post holder at the appropriate time.

We welcome applications from all sections of the community interested in expanding and strengthening Celtic and Irish culture in the southeast of England.

FURTHER INFORMATION:

CELTIC AND IRISH CULTURAL SOCIETY

Introduction:

The Celtic and Irish Cultural Society was officially launched in January 2004 with a remit to organise, support and nurture Celtic and Irish cultural events for the benefit of the community in the southeast. The society developed from the long established and successful Crawley Irish Festival and immediately set out to establish new events. In 2004, the society launched a number of new events including the Saint Patrick's Parade and Crawley Fleadh. In addition to allowing the culturally diverse population an opportunity to celebrate their roots, the events also assist in demonstrating the multiple cultures present within the southeast. The events have grown year-on-year. Primarily, events are based in Crawley, since the majority of volunteers are located there. However, the society assists and cooperates with other groups who wish to organise events of Irish and Celtic interest throughout the southeast.

Activities:

The society organises and runs a number of major events throughout the year attracting thousands of visitors:

- ❑ Crawley Celtic Weekend / Crawley Irish Festival
- ❑ Saint Patrick's Festivities (focussed on the Crawley St Patrick's Parade)
- ❑ Crawley Fleadh

We also run, fund or organise a number of smaller regular events such as Irish language classes based in Crawley.

Funding:

The CICS is a not for profit organisation seeking charitable status from 2007.

The Irish government Dion Fund, business sponsorship and individual donations fund the activities of the society. In 2006, we also received funding from West Sussex County Council and Crawley Borough Council for the first time.

Main sponsors for 2006-2007 include Clarion Gatwick Hotel, Foundation Developments, Coinford Construction, Nugent Group and Accurate Developments.

The CICS seeks to expand its funding streams and launched an Internet shop front in 2006: all items purchased through the site bring revenue to the society to fund events.

Expansion:

The Celtic and Irish Cultural Society wish to expand activities of cultural interest throughout the southeast. This is only possible with passionate individuals to direct the expansion and the funds to do so.

In 2006, the Crawley Fleadh was moved to November, to coincide with the academic term so as to launch a brand new schools programme. The new additions of GAA sports coaching, educational readings and art workshops add to an established programme and the aim is to increase cultural impact in the future.

The CICS is keen to be more involved within the region and values to support of the community, sponsors, patrons and funding partners as it develops and strengthens Celtic and Irish culture in the southeast of England.

Further information is available at www.celtic-irish.co.uk

GUIDANCE NOTES:

The guidance notes provide an overview of the information required on the application form.

Secondary and Subsequent Education:

Qualifications will only be taken into account if they are strictly required for the job. We don't expect you to list every exam taken. For example, if you have achieved GCSEs or A Levels tell us the total number you attained and some examples. Provide course detail and the grades you achieved in higher education, college and/or university. There is no need to include dates.

Present Employment / Most Recent:

If your current or most recent employment was voluntary or you were self-employed, please include the details in this section. You may wish to include information and experience that would be relevant in the position you are applying for.

Previous Employment:

This section tells us about your previous employment record. Begin with the most recent job first. Please include all jobs whether full time, temporary, part time, voluntary or any periods of self-employment.

Employment dates should not be given, just the number of years/months you were employed. Please indicate if the employment was Full or Part Time. If you have had any gaps in employment during the last five years, please tell us why: for example, if you've had a career break, a period of studying, caring for children, unemployed, etc.

Knowledge, Skills & Experience:

This is the most important part of the form as it gives you the opportunity to tell us about your knowledge, skills, abilities and experience. The job description lists the essential criteria needed to do the job - by criteria we mean the knowledge, skills, abilities and experience. It also suggests a number of desirable qualities.

The information you give in this section must tell us how you meet the criteria in the job description and how you can fulfil the job description. For example, what you've done, when you did it, how long for, etc.

Use the criteria in the job description as a guide and give examples that describe your skills, knowledge, abilities and experience. When addressing the criteria, please do not only repeat what the job description states but give clear examples of how your skills knowledge or experience are relevant to the criteria and role.