



Comhairle Cathrach Chorcaí  
Cork City Council

## **Job Specification**

**Lifelong Learning Festival & Learning  
City Development Worker (Grade VI)**

**3 Year Fixed Term Contract**

**Closing Date: Friday 31<sup>st</sup> January 2025**

**To be read in conjunction with**

**Candidate Information Booklet**

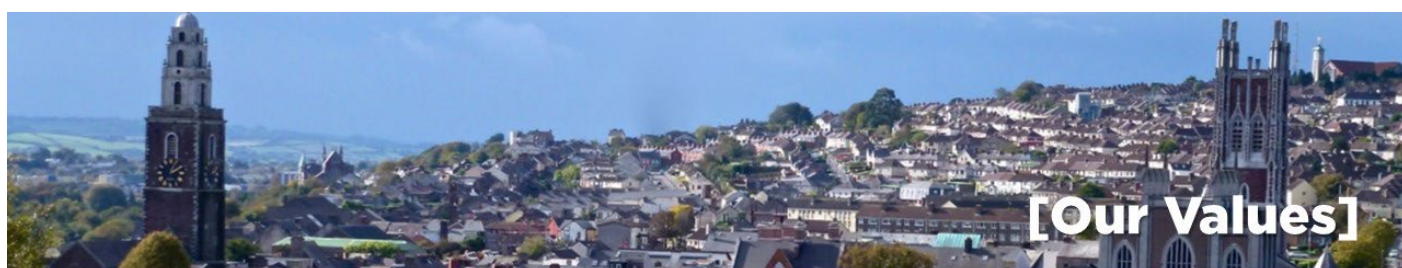
## BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €325 million for 2025 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's Corporate Plan can be viewed on our website: [Corporate Plans - Cork City Council](#)



### Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



### Trust & Integrity

We act honestly, openly and fairly in all our dealings.



### Respect

We treat all people equally with due regard for their needs and rights.



### People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



### Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



### Innovation

We continually seek progressive and creative approaches in the services we deliver.

The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As Lifelong Learning Festival & Learning City Development Worker, you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Applications are invited from suitably qualified candidates for inclusion on a panel from which temporary appointments may be made to the position of Lifelong Learning Festival & Learning City Development Worker (Grade VI). This post is a full-time 3-year contract for 35 hours a week.

## THE ROLE

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The Lifelong Learning Festival & Learning City Development Worker is a key post within the Learning City Office in Cork City Council, delivering on the Learning and Education Actions in the Cork City [Local and Economic Plan 2024 – 2029](#) and in the Cork City Council Corporate Plan to 2024 High Level Goal – ‘A city promoting culture, heritage, learning, health, and wellbeing.’

The successful candidate will work as part of the Learning City Team, as part of the Corporate and Community Affairs Directorate in Cork City Council, reporting to the Specialist Learning City Co-ordinator, and will provide support to a variety of Lifelong Learning and Learning City initiatives including the Lifelong Learning Festival, the Growing Lifelong Learning in Cork (GLLiC) Committees, Learning City events and a range of community lifelong learning initiatives designed, delivered and evaluated in partnership with a wide range of relevant stakeholders.

### **Duties and Responsibilities:**

The main duties of the Lifelong Learning Festival & Learning City Development Worker, in conjunction with the Learning City Co-ordinator, will be to:

- Work as a Development Worker with the Learning City Team in Cork City Council to co-ordinate the delivery of an annual programme of Lifelong Learning events including the Lifelong Learning Festival, UNESCO Learning Cities Day, Learning City Seminars, Conferences and events;
- Provide support to the Cork Learning City Steering Group and Working Group – GLLiC, to the Learning Festival Committee, and to the hosting of the Irish Network of Learning Cities events and meetings - this includes administrative support and to act in an advisory capacity on related matters;
- Provide support to a variety of Lifelong learning initiatives including the Local Community Development Committee, the Cork Learning City Action Plan & a range of community based lifelong learning initiatives;
- Progress the implementation of a number of key Lifelong Learning actions in the Cork City Local Economic & Community Plan – [‘Let’s Plan Together’](#)

- To work with a variety of stakeholders to develop initiatives designed to support lifelong learning development in Cork City;
- Represent Cork City Council and Cork Learning City at meetings and events as required.
- Prepare relevant reports as required;
- Manage specific budgets as appropriate;
- Deputise for staff at a more Senior level when required;
- Perform such duties as appropriate to the post which the Director of Services may assign.

*The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.*

## QUALIFICATIONS FOR THE POST

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1. **Character**

Each candidate must be of good character.

2. **Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. **Education, Training, Experience, etc.**

Each candidate must on the latest date for receipt of completed application forms must:

(a) (i) hold a recognised qualification at least at NFQ Level 7 in a relevant education/arts & humanities/ community/social/administrative area or similar;

or

(ii) have a minimum of three years' relevant professional experience

(b) have a minimum of one year's experience in a project co-ordinator/oversight or similar role

(c) have good interpersonal and communication skills

(d) have satisfactory knowledge and understanding of public policy relating to the role

4. **Experience in one or more of the following areas would be an advantage:**

- Local community education and lifelong learning
- Large scale public events management
- Communications and PR
- Co-ordination and management of volunteers and teams
- Programme delivery.

5. **Desirable Skills**

The ideal candidate shall:

- Be able to demonstrate competence in Networking & Representing, Delivering Results - Delivering Quality Outcomes and Communicating Effectively;
- Possess knowledge of Learning City models, policies, and practice, of the UNESCO Global Network of Learning Cities (GNLC), and of Local Government;
- Have strong presentation skills – both oral & written, including experience of report writing, presenting and leading workshops for a variety of age ranges and stakeholder groups;
- Have excellent interpersonal skills and the ability to build relationships & inspire confidence;
- Have excellent PR and experience of Awareness raising campaign;
- Have excellent organisational and time management skills;
- Have an ability to prioritise and multi-task;
- Be committed to seeing projects through to completion within agreed deadlines;
- Be accurate and detail-oriented;
- Be able to work under their own initiative;
- Be flexible.

## Competency Framework

Key competencies for the post are outlined in the table below. Candidates are expected to demonstrate their competence in each area both in their application form and at interview, if invited. To effectively showcase your skills, use the STAR technique (Situation, Task, Action, Result).

For each competency, provide a recent and specific example of your achievements, detailing the situation or project, your role, the actions you took, and the outcome.

### Networking and Representing

**Develops and maintains positive and beneficial relationships with relevant interests. Sustains a positive image and profile of the local authority.**

- Builds an appropriate network of technical and professional contacts that maintain contemporary knowledge in order to enhance service delivery.
- Articulates and understands the views of relevant stakeholders.
- Recognises the importance of key stakeholders to the local authority and ensures that the local authority plays a constructive part in the developing the competence of its key stakeholders.
- Responds positively to the changing needs of communities.

### Delivering Results – Delivering Quality Outcomes

**Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning, and implements improvements required.**

- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Delivers services, projects, and tasks on time, within budget and achieving expected performance standards.
- Critically evaluates outcomes and processes used to achieve them.
- Assesses feedback and evaluates outcomes to drive continuous improvement.
- Provides appropriate recognition when standards are achieved or exceeded.

### Communicating Effectively

**Recognises the value of and requirement to communicate effectively with all employees. Has effective verbal and written communication skills. Has good interpersonal skills.**

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Is clear in all communications, considering the audience in getting the message across.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Uses the most appropriate communication channels when communicating with others.
- Writes fluently, clearly structuring written communication.

## **Salary**

The salary scale for the post of Lifelong Learning Festival & Learning City Development Worker (Grade VI) 3 Year Fixed Term Contract is:

€55,641 - €56,969 - €58,586 - €61,629 - €63,447 (Max) - €65,706 (LSI1) - €67,977 (LSI2)

**In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

## **Hours of Duty**

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. The Council reserves the right to alter your hours of work from time to time.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities.

***Candidates are advised to view our Candidate Information Booklet where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.***

**The deadline for receipt of applications is 4pm on Friday 31<sup>st</sup> January 2025.**

**Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Recruitment Resources - Cork City Council](#)**

*We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.*