



## Request for Quotation

### Contract of Service – Project Coordinator: Creative Health & Wellbeing Project

Creative Ireland Kerry within Kerry County Council, in collaboration with the Family Resource Centres National Forum, The Healthy Living Centre Alliance in Northern Ireland and HSE South West, are seeking a contractor to deliver a Shared Island Creative Health and Wellbeing Project *Weaving Worlds Together*.

Kerry County Council wish to contract an experienced project coordinator to lead this new creative initiative on a 30+ hours per week basis in early 2025. There is a requirement to front load hours to establish the project. The expected contact hours will be reduced to 20+ hours per week for approx. 40 weeks in 2025.

The *Weaving Worlds Together* Project Coordinator role will operate as a contract of service between the contractor and Creative Ireland Kerry. Work on this project will require flexibility and travel between Co. Kerry and Northern Ireland across a number of centres.

We are seeking submissions for this contract of service with quotes of daily rates and hours provided, further details of responsibilities and about the project are below.

### Project Description Context

The focus of the *Weaving Worlds Together* project is the preservation of traditional Irish crafts on the island of Ireland. Key to this project is providing opportunities for members of our communities, North and South Ireland to support their health and wellbeing through opportunities to engage with creativity in their community and through a North/South collaboration. It is targeted at people who are engaging with Social Prescribing Services.

Social Prescribing endeavours to support people with issues such as social isolation, anxiety, loneliness, and inactivity, which negatively affect health and wellbeing. It offers a holistic approach to these issues through empowerment, achieved through engagement in meaningful social activities and community participation. Linking with creativity enables improved health and wellbeing. The clients from each centre will be service users of their social prescribing Services. The social prescribing staff will liaise with and support their service users to partake in the programme.

Key Action: Through this provision of tailored creative engagement options and interaction between services and communities North and South, these encounters will nurture connection, empathy and a wider sense of belonging and community on a whole Island basis.

The project will have a focus on traditional Irish craft work including but not limited to: Basket weaving/willow weaving, Ceramics, Textiles, Woodworking, Knitting/crochet, Crafts

from Traveller culture. The pieces created will build up to an exhibition that can tour Kerry and Northern counties. The project endeavours to build on the culture of traditional Irish crafts and highlight the significant role they played in bringing communities together. The project should reflect that in modern times these crafts can reduce social isolation and boost mental wellbeing while sharing the heritage of Ireland as a whole island in the practice of making together.

*Weaving Worlds Together* is a Creative Ireland Health & Wellbeing Shared Island project led by Kerry County Council in partnership with the Healthy Living Centre Alliance (Northern Ireland) and the Family Resource Centre National Forum (Republic of Ireland), working with HSE South West.

### **Project Delivery**

The Project Manager will lead the Project Steering Group in the planning, delivery, monitoring and evaluating of the *Weaving Worlds Together* programmes. From this framework for delivery and monitoring holding we will have the basis for the preparation of an outcomes-based accountability report along the following headings:

- How much did we do? – the number of local and all-island programmes of activity and connectivity
- How well did we do it? – the quality of what has been delivered and the targeting of beneficiaries
- What difference have we made to peoples' lives? Outcomes to peoples' lives.

### **Main Duties and Responsibilities**

- To plan and coordinate and oversee delivery of the craftwork programmes in several venues throughout the island of Ireland.
- In collaboration with the Creative Ireland Kerry office, identify suitable tutors/crafters in felting, willow-weaving, ceramics, woodwork, knitting/crochet and other traditional craft disciplines and support them to undertake workshops across the venues.
- Work closely with the Family Resource Centres & Healthy Living Alliance Members to organise the delivery of the project.
- To organise opportunities for the communities, throughout both regions, to connect virtually during the term of the project.
- To plan and organise a minimum of 2 all-Ireland gatherings designed to involve all programme beneficiaries from all HLCs/FRCs. Subject to budget allocation, further trips can be arranged.
- To carry out all planned activities within the allocated budget.
- To oversee, collate and manage monitoring returns data from each series of programmes in line with the needs of Creative Ireland reporting and deliverables.

- To assist the Project Steering Group, create and deliver a strategic approach for communication and promotion of the project.
- To provide written and verbal reports at the meetings of the *Weaving Worlds Together* Project Steering Group as required.
- To co-produce a suitable work-plan (personal action plan) as a guide to measuring effectiveness and efficiency.
- To provide written progress reports as required to Creative Ireland Kerry
- To oversee and operate Health and Safety at Work procedures while working and in respect to all planned programme activity.
- To carry out any other duties falling reasonably within the competence and capability of the project, as assigned by the Project Steering Group.

### **Person Specification – Requirements for the Contract**

- Relevant Third level qualifications in the arts, arts administration, or health/social sciences subject and / or considerable experience in programme coordination in the arts, arts administration or a community development and/or health setting.
- A versatile, experienced self-starter with access to own transport and a full clean driving licence.
- Enthusiastic and highly motivated individual that sees the potential and would relish the opportunity to lead and progress this project.
- Experience in the planning, development and delivery of a range of art, culture and community outreach projects, events, and initiatives.
- Excellent time management skills to prioritize tasks and meet deadlines
- Skilled in using MS Office Tools for recording and reporting activity
- Strong project management, curation and relationship management skills to promote high engagement in the project and ensure deliverables are reached.
- Comfortable engaging with members and stakeholders to drive participation and collaboration.
- Excellent verbal and written communication skills for effective communication with partners, participants and creative facilitators
- Marketing and PR experience to assist Creative Ireland Kerry in communicating aspects of the project in press and social media.
- Strong experience in managing budget and finances in projects
- Capacity to work with people from a wide range of backgrounds, agencies and sectors.
- Knowledge of Local Authority and Health Service Executive operations is an advantage but not essential

- Understanding of the role of Social Prescribing in empowering service users to improve their health and wellbeing. An understanding of community work/community development organisations working at grass roots level.
- Good business acumen to understand project objectives and contribute strategic insights
- Ability to work autonomously and collaboratively within a team environment

### **Remuneration**

The total budget for the contract of services will not exceed €25,000 exclusive of VAT but include any other expenses incurred in connection with the delivery of services including insurance etc.

The initial commitment required is expected to be 30+ hours per week. Reducing to 20+ hours per week after initial frontloading and planning of the project with all partners.

### **How to Apply**

- Provide a 2-page document demonstrating your experience relevant to the role. Include evidence of previous projects managed and where available web links / URLs for 2 previous projects. Desirable to have previous experience working on cross border or shared stakeholder projects.
- A brief outline how you plan to meet the requirements of the role, based on the 'Person Specification' to include qualifications or direct relevant experience and your interpretation of the project's timeline (no more than 750 words).
- A full quotation with daily rates and hours provided for the provision of the above project co-ordination services including travel and subsistence rates.
- Copy of current Driver's licence and declaration that you will have access to your own transport, if appointed.
- Interviews will be arranged with shortlisted candidates after the closing date.
- We reserve the right to award the contract from submissions received, we reserve the right to call forward shortlisted candidates to interview to award the contract. We also reserve the right not to award from this call out, and to avail of an alternative form of procurement if deemed necessary.

### **Selection criteria:**

Experience and relevance of same, track record of engagement and outcomes of previous project experience, detailed daily rates with breakdown of proposed work per day, taking into account travel for in-person visits. Ability to deliver on time and within budget.

Documenting and reporting skills

### **KERRY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER/CONTRACTOR**

Submissions must be emailed by 5pm on 4th December 2024 with the subject line 'Project Coordinator – Weaving Worlds Together'

Email to: [arts@kerrycoco.ie](mailto:arts@kerrycoco.ie) (note emails should not be larger than 10mb in size)