

ATHLONE ARTS & TOURISM

Part-time Caretaker Particulars of Role and Recruitment

BACKGROUND

Athlone Arts & Tourism operates Athlone Castle, Luan Gallery and Abbey Road Artists' Studios. These sites are of major significance to the heritage and cultural landscape of Athlone and in the emerging tourist region of Ireland's Hidden Heartlands. Athlone Arts & Tourism is seeking to appoint a part-time caretaker on a three-day week. Details and particulars of the post are set out hereunder:

THE ROLE

A **Part-time Caretaker** is required to work across all sites under the management of Athlone Arts & Tourism Ltd. The successful candidate will be required to work closely with and report to the Facilities Officer and management and undertake a range of duties that include caretaking, general repairs, maintenance, visitor flow assistance at venues, event and exhibition set-up and de-installation.

KEY JOB RESPONSIBILITIES

- Be responsible for the caretaking, maintenance and general upkeep of Athlone Castle Visitor Centre, Luan Gallery and Abbey Road Artists' Studios – both interior and external including;
 - Toilet facilities
 - Staff tea stations/kitchenettes
 - Shared facilities, e.g. copiers, printers, notice boards
 - Stores
 - Office & furniture, installation, layouts & modifications
 - Grounds, site approaches, building and loading bay maintenance
- To carry out general repairs and maintenance on all 3 facilities and the recording of same
- To provide general porter duties, assist with the organisation's postal requirements and arrangements and the banking requirements and arrangements
- To provide visitor flow assistance at venues as required particularly during peak season and during events
- Report on all maintenance, caretaking and security related matters to Facilities Officer and management
- To conduct daily security and fire checks, internally and periphery of buildings and recording of same
- To act as a gallery installation technician during Luan Gallery/Abbey Road/Civic Centre Atrium exhibition turnovers. Handling and moving art works, wrapping, storing, delivering consignments and preparing walls and surfaces for the installation of new exhibitions and installing, hanging and fixing the artwork.
- To assist Facilities Officer, management and other staff members in the physical set-up, safe delivery, security and manning of site events.
- To share responsibility with the Facilities Officer, Supervisors and Management for the opening and closing of Athlone Castle, Luan Gallery and Abbey Road Artists' Studios

- To assist with logistics as required; transportation, building access, storage, pick-ups etc. This can involve movement between buildings associated with Athlone Arts & Tourism and elsewhere e.g. collection and delivery of artwork, artefacts and maintenance supplies and promotional material as required
- To organise and keep the storage areas tidy in all assigned buildings
- To inform the Facilities Officer if supplies or materials stocks need to be ordered for maintenance or repair work.
- To assist the Facilities Officer and management with Health & Safety site inspections and delivery of ongoing implementation of safe practices in work as is required
- The successful candidate must have a satisfactory working knowledge or experience of safety, health and welfare at work and comply with the company safety statement, health & safety policies and safe systems of work procedures drawn up for the smooth running of the service and to adhere to Health and Safety practices.
- Be a designated Fire Warden for all three facilities (training will be provided)
- The ability to provide First Aid is necessary (training will be provided)
- Child protection awareness and identifying potential risks is necessary (training will be provided)
- Attend and participate in team meetings and any other meetings as required
- To be available to attend to any emergency work that may arise outside of normal working hours. Responding to queries/calls from An Garda Síochána, Monitoring Service providers or any other such persons/organisations (on site response to alarm monitoring).
- The successful candidate will be required to have a flexible approach to work, and be adaptable to carry out duties and cover for other team members as directed by management
- The successful candidate will be required to undergo training and maintain valid certification as may be required by Athlone Arts & Tourism
- Other duties as may from time to time as might be reasonably assigned by the Facilities Officer, management and board of Athlone Arts and Tourism in relation to the employment as part-time Caretaker.

The above duties outline the main functions and responsibilities of the post of fixed term part-time Caretaker and may be subject to review in the future.

CONDITIONS OF EMPLOYMENT

- The Caretaker will be employed on the basis of a fixed term part-time (three days per week) 18-month contract with an initial probationary period of 3 months and will be subject to one month's notice in writing on either side and depending on continuing finance being available.
- An hourly rate of €11.26 per hour Monday to Saturday and €12.38 per hour on Sunday will apply with a varied number of hours per week based on a roster system and remuneration shall be paid fortnightly in arrears.
- Duty at weekends and evenings will be an integral part of the working week i.e. the position has 3 days over 7 days (22.5hrs) responsibility (Monday to Sunday inclusive).
- The part-time Caretaker will be required to work 3 days per week over 7 days. The successful candidate will cover the Facilities Officer annual leave.
- The part-time Caretaker will be required to work primarily during the opening hours of the sites managed by Athlone Arts and Tourism but must be available to attend to any emergency work that may arise outside of normal working hours. The hours of work will include weekends and occasional evening work and will be impacted upon by seasonal considerations and company events. The successful applicant must have the flexibility to work hours in line with these seasonal and operational considerations of the site.
- Physical demands of the role include but are not limited to; manual handling, working at heights, walking, installing and de-installing exhibitions and events at the various sites.
- Rostered days and hours including start and finish times will be determined in advance by management.
- Ideally applicants will hold a current clean Category B driving licence and have the use of a car.
- Applicants must be flexible with both their time and approach to work and be comfortable carrying out a variety of tasks.

Full terms and conditions will be provided with contract at time of appointment.

QUALIFICATIONS

1. **Character:**
Candidates shall be of good character.
2. **Health:**
Candidates shall 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.**

Necessary: Each candidate shall, on the latest date for receipt of completed applications for the post:

- (a) have reached a standard of education sufficient to enable him/her to carry out the duties assigned to him/her satisfactorily
- (b) have a valid safe pass
- (c) knowledge and awareness of health and safety in relation to the post of caretaker

- (d) have an aptitude for maintenance and DIY - general labouring, cleaning, sanding painting, power-hosing etc.
- (e) have a satisfactory working knowledge or experience of carpentry and general handy person skills
- (f) have a satisfactory working knowledge or experience of building construction and maintenance
- (g) have a satisfactory working knowledge or experience of safety, health and welfare at work
- (h) have a working knowledge or experience of skills in Microsoft Office, including Word and Outlook
- (i) have the ability to use initiative and judgement
- (j) have a get up and go attitude to work
- (k) have good time management, organisational, interpersonal and communication skills
- (l) have fluency in English
- (m) have the ability to work independently and within a team environment
- (n) be honest, reliable and hard working

Desirable: It would be desirable that each candidate have;

1. a satisfactory working knowledge or experience of building regulations
2. valid manual handling certification
3. hold a current clean Category B driving licence and have the use of a car
4. a satisfactory working knowledge or experience of mechanical systems
5. an appreciation of art and heritage

4. Age:

Candidates shall be under the age of 65 years at the date of employment. Any candidate who reaches the age of 65 years prior to employment will cease to be eligible for employment on the result of the competition.

RECRUITMENT

- Selection shall be by means of a competition based on an interview conducted by a board on behalf of Athlone Arts & Tourism Ltd.
- Short listing will be applied where necessary on the basis of the information on qualifications and relevant experience supplied by candidates in their application.
- Interviews will be held in **mid-September 2022**.
- The onus is on all applicants to make themselves available for any obligatory test(s) or interviews on the date(s) specified by Athlone Arts and Tourism and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address/email specified on their application.
- Athlone Arts and Tourism will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.
- Candidates may undergo such medical examinations as Athlone Arts and Tourism considers necessary. Medical Examiners will be nominated by Athlone Arts and Tourism. Candidates will be required to pay the fee for any general medical examination or, unless determined otherwise, the fee for any examination by a medical specialist or for any special test and on receipt of bill, Athlone Arts and Tourism will re-imburse the candidate. Candidates must comply, at their own expense, with such remedial requirements as Athlone Arts and Tourism consider necessary.
- Athlone Arts and Tourism shall require a person to whom an appointment is offered to take up such appointment within a period of not more than three weeks (must be available to start in **mid-October 2022**) and if they fail to take up the appointment within such period or such longer period as the company in its absolute discretion may determine, the company shall not appoint them.
- Candidates who do not attend for interview or other test when and where required by Athlone Arts and Tourism, or who do not, when requested, furnish such evidence as the company requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The life of the panel shall be 12 months.
- Appointment will be subject to the receipt of satisfactory references.
- **Basis for Processing your Personal Information:** the basis for processing your personal data is to progress your application for the position you have applied for with Athlone Arts and Tourism under the Terms of the Employment (Information) Act 1994 and Athlone Arts and Tourism recruitment policies and procedures.
- Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation of if you require an employment permit /visa/ or work authorisation.

- **Sharing of Information:** outside of the relevant recruitment team, the information provided in your application will only be shared for progressing the competition for which you have applied for, with a designated short-listing and / or interview board.
- If, following the competition, you are offered a position or placed on a panel, the information provided in your application will be used to form your Personal File.
- **Storage period:** your application will be retained for one year from the date a panel for this position is formed. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.
- If you do not furnish the personal data requested, Athlone Arts and Tourism will not be able to progress your application for the competition for which you are applying.
- Applications will be treated in strict confidence.

APPLICATION PROCEDURE

Applicants to send a hard copy of a current Curriculum Vitae and a cover letter (including 2 named references), outlining their specific experience as it relates to the role description **no later 5pm on Monday 29th August 2022 to;**

Human Resources,
Athlone Arts & Tourism,
c/o Luan Gallery,
Elliot Road,
Athlone,
Co. Westmeath.

OR

Email: artsadmin@westmeathcoco.ie

Please ensure that you provide a valid postal and email address and a contact telephone number on your cover letter.

Applications sent by post should be posted in sufficient time to ensure delivery by this deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting. The cost of postage must be borne by the applicant.

Please note an email confirmation of receipt of application will be sent. Shortlisted candidates must be available to attend interview which will be held in **mid-September 2022**.

Please note canvassing will disqualify.