



Clár Éire Ildánach  
*Creative Ireland  
Programme*



Rialtas na hÉireann  
Government of Ireland

**Scoileanna  
Ildánacha**



**Creative  
Schools**

# **Creative Associate Services Information Booklet 2023**

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## **1. Scoileanna Ildánacha/Creative Schools**

The Creative Schools initiative supports schools to put the arts and creativity at the heart of children's and young people's lives. It stimulates additional ways of working that reinforce the impact of creativity on children and young people's learning, development, and well-being.

Creative Schools recognises that the arts and other forms of creative practice are a powerful means through which children and young people can explore communication and collaboration, stimulate their imaginations to be inventive, and harness their curiosity. Through participation in the initiative, schools have the opportunity to develop a plan for the arts and creativity in their contexts, to strengthen their relationships with the local community and to expand their connections with the arts and cultural infrastructure.

Creative Schools is a flagship initiative of the Creative Ireland Programme to enable the creative potential of every child. Creative Schools is led by the Arts Council in partnership with the Department of Education and the Department of Tourism, Culture, Arts, Gaeltacht, Sport, and Media. The initiative is also informed by the Arts Council's ten-year strategy (2016–25) [Making Great Art Work: Leading the Development of the Arts in Ireland](#).

The delivery of Creative Schools is subject to and contingent upon the Department of Education and the Department of Tourism, Culture, Arts, Gaeltacht, Sport, and Media continuing to provide Creative Schools funding to the Arts Council. In the event that either Department reduces or ceases to provide Creative Schools funding, the Arts Council may at its sole discretion reduce or cease Creative Schools activity.

## **2. Creative Associates**

Key to the success of the Creative Schools initiative is the role of Creative Associate (CA). CAs are artists or creative practitioners with a deep understanding of creativity and its potential to transform the lives of children and young people.

Each participating school is assigned a CA who works in partnership with them to carry out an analysis of their current engagement with the arts and creativity. The assigned CA works in collaboration with the school to plan and implement a range of arts and creative opportunities which will provide ways to engage the whole school community and will guide them in their development of a Creative Schools Plan. The CA will support the school to include the views and opinions of their students throughout their participation in the initiative and the student's will be actively involved in the development, implementation, and evaluation of the Creative Schools Plan.

The CA will be a critical friend and provide a valuable informed external perspective to the school through their engagement with the initiative. Their role is not to facilitate and deliver projects as artists or practitioners in their own arts/creative discipline.

### **3A. Creative Associate Services**

The Arts Council wishes to engage between 100 and 120 CAs to work in up to 400 schools across the Republic of Ireland. Each school will be allocated up to 45 hours of CA time per school year. A CA may work in one school or across a number of schools.

The following suitably qualified personnel may apply to deliver CA services:

**1. Individuals:** those working on a freelance basis in the arts/creative sectors by applying for a contract for services between themselves as individuals and the Arts Council.

**2. Organisations:** those working in an arts/creative organisation by applying for a contract for services between the organisation and the Arts Council. Organisations may nominate one or more suitably qualified key individuals. If more than one key individual from the organisation wishes to apply, the organisation must use a separate application form for each nominated individual.

### **3B. Creative Associate Contract for Services**

Contracts for services will be offered to successful individuals or organisations for up to 4 years, beginning in September 2023. It is anticipated that services will be required for up to 45 hours per school per annum. However, this is provided as a guideline only and is not a guarantee of the final services required.

### **3C. Required Services**

Specific services provided by the CA will include (but are not limited to):

- Participating in induction, ongoing training and development, and networking events.
- Working effectively with the Creative Schools Team and in partnership with participating schools.
- Using creative approaches and techniques to help schools understand their current engagement with the arts and creativity.
- Collaborating with school management and staff, children and young people, parents/guardians, and the wider community.

- Responding to each school's individual development priorities and needs while ensuring that the voice of children and young people is fully represented and integrated into the process.
- Supporting schools to develop and implement a sustainable Creative School Plan that identifies challenges, areas for development and key activities.
- Highlighting the cross curricular potential of creative learning opportunities in schools.
- Establishing a range of collaborative opportunities for schools with arts, cultural and educational provision.
- Collaborating with colleagues and other professionals with expertise in the Arts and Creativity.
- Engaging each school in a continuous process of reflection and evaluation.
- Encouraging schools to celebrate creative developments implemented and to empower children and young people in the processes of presenting their creative journeys.
- Sharing and reflecting on Creative Schools experiences and practice within schools and contributing to peer learning.
- Ensuring compliance with legislation, regulation, policies, and procedures.
- Developing support materials and resources to assist schools in the Creative Schools initiative.
- Any other relevant requirements during the engagement term.

### **3D. Skills Profile**

Applicants must clearly demonstrate the following:

- An in-depth knowledge and understanding of the Creative Schools initiative.
- Experience of working with a range of schools and settings, supporting them to implement arts or creative programmes.
- Experience in a range of child and youth participation practices and of working directly with children and young people to understand their needs.
- Experience of leading arts/creative projects for children and young people and an understanding of current creative approaches to teaching and learning.

- Knowledge of the curriculum in Irish schools and the current arts and cultural provision available to schools as well as wider arts and education.
- Project-management skills and experience of building partnerships.

The services required of the CA may vary in accordance with the emerging needs and priorities of the overall programme and flexibility will be required. There may be, from time to time, some re-allocation of work between the CA and Creative School team members as required to suit the requirements of the programme and/or as resources become available.

CAs are expected to positively represent the Arts Council's standards of behaviour, as well as respecting the ethos and values of the school settings in which they will work. CAs are required to adhere to the Arts Council's child-protection-and-welfare policies, as well as individual schools child-protection-and-welfare policies where applicable, and to promote the Arts Council's equality, diversity and Inclusion policy.

#### 4. Requirements

To apply for this role applicants must:

- Complete the Creative Associate Services Application form 2023 available here.
- Confirm their availability to deliver the services during the term of the contract.
- Agree to be subject to Garda vetting clearance through the National Vetting Bureau.
- Commit to attending induction training. We anticipate this training will take place over 2-3 days in September 2023.
- Commit to undertake TUSLA's 'Introduction to Children First' eLearning Programme.
- Agree to comply with the Arts Council's Child Protection and Welfare Policy and Procedures.
- Provide two relevant references.
- If an individual, confirm\* that the following levels of insurance cover are currently in place or will be put in place prior to the commencement of any services:

Public Liability Insurance with an indemnity limit of:	€2,600,000
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Professional Indemnity Insurance with an indemnity limit of:	€100,000
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- If an organisation, confirm\* that the following levels of insurance cover are currently in place or will be put in place prior to the commencement of any services:

Employer's Liability Insurance with indemnity limit of:	€13,000,000
Public Liability Insurance with an indemnity limit of:	€2,600,000
Professional Indemnity Insurance with an indemnity limit of:	€100,000

*\*Successful applicants will be required to submit a copy of a letter from their Insurance Brokers or copies of their current insurance certificates showing the above levels of cover.*

## **5. Fees**

The Arts Council has agreed a set fee of €65 per hour (fully inclusive of all expenses and exclusive of VAT) for the delivery of the required CA services. These fees are set by the Arts Council and do not form part of the selection process.

For this fee, CAs are required to provide services, which will include a combination of contact time with schools (in-school meetings and activities), desk work on behalf of schools (to include research and writing documents/reports), meetings with arts/cultural organisations on behalf of schools and accompanying schools to meetings/visits or for other activities. If CAs are required to undertake training and development as agreed by the Creative Schools team the same fee will apply.

Costs such as travel, administration, and insurance, are all included in this fee. Travel expenses (time spent travelling to schools or other locations) is not payable as an additional fee.

Any additional expenses required in exceptional circumstances will be subject to agreement and approval in advance with the Creative Schools team.

## **6. Location and Travel**

CAs will be required to travel to the schools that they are working with on a regular basis for in-person visits. They will also be expected to travel to meet with the Creative Schools Team, Regional Coordinators and other relevant individuals and organisations at local and regional level.

## 7A. Selection Criterion

All applications for Creative Associate services will be assessed competitively according to applicants' specialist knowledge, skills, and experience; and their capacity to manage and deliver the required services as follows:

### Knowledge, Skills, and Experience (250 marks)

*See application form, Section 4*

- **Education/Training:** the applicant must clearly outline any qualification(s) and/or training relevant to the delivery of Creative Associate services. (50 marks)
- **Employment or Professional Experience:** the applicant must outline relevant services delivered or other relevant employment in the field of education, arts, culture, or creative practice. (200 marks)

### Capacity to Manage and Deliver Required Services (750 marks)

*See application form, Section 5*

- **Project Management:** the applicant must provide a specific, relevant example of project management in their career to date and outline how their experience and skills in this area could be applied in delivering Creative Associate services (250 marks).
- **Developing Collaborations:** the applicant must provide a specific, relevant example of setting up and developing a collaboration and outline how their experience and in this area could be applied in delivering Creative Associate services (250 marks).
- **The Voice of Children and Young People:** the applicant must provide a specific, relevant example of supporting the inclusion of child and/or youth voice in their career to date and outline how their experience and skills in this area could be applied in delivering Creative Associate services. (250 marks).



## 7B. Scoring Methodology

Each application will be marked for each of the above criterion as follows:

Weighting	Meaning
90% - 100%	The criterion was met, and the evidence provided was viewed as <b>excellent</b> . A response that fully meets or exceeds requirements, and provides comprehensive, detailed, and convincing assurance that the applicant will deliver to an excellent standard.
80% - 89%	The criterion was met, and the evidence provided was viewed as <b>very good</b> . A response that demonstrates real understanding of the requirements and provides assurance that the applicant will deliver to a very good standard.
60% - 79%	The criterion was met, and the evidence provided was viewed as <b>good</b> . A response that demonstrates a reasonable understanding of requirements and an assurance of delivery to a good standard.
30% - 59%	The criterion was met, and the evidence provided was viewed as <b>adequate</b> . A response where reservations exist. This may be because of a lack of convincing detail, with the potential of non-delivery.
1% – 29%	The criterion was not met, but the evidence was viewed as showing <b>potential</b> to meet it. A response where serious reservations exist. This may be because, for example, insufficient detail was provided and the response has fundamental flaws, with a risk of non-delivery.
0%	<b>Did not meet</b> the criterion. A response that completely fails to address the criterion under consideration.

## 8. Queries and Clarifications

All queries relating to any aspect of this competition, or the application process must be emailed to [creativeassociates@artscouncil.ie](mailto:creativeassociates@artscouncil.ie)

Deadline for queries/clarifications is **12.00 hours (local time) on Tuesday 11 April 2023** and any queries/clarifications received after this time will not be answered.

Any queries received that are considered of general interest to applicants will be published along with responses on the Creative Schools [website](#).

## **9A. Application Process**

Application forms must be completed and submitted via JotForm by **12.00 hours (local time) on Tuesday 18 April 2023**.

Individuals must use the *Creative Associate Services Application Form for Individuals 2023*.

Organisations must use the *Creative Associate Services Application Form for Organisations 2023*.

Late or incomplete applications will not be considered.

## **9B. Selection Process**

- Applicants must declare they comply with the minimum requirements (*see above, 4. Requirements and Application form, Section 2*). Only applicants that meet all these requirements will be deemed eligible.
- Eligible applications will be assessed according to the selection criterion.
- Unsuccessful applicants will be notified, and feedback will be provided.

## **10. Engagement Process**

Those selected to provide CA services will sign a Letter of Engagement with the Arts Council subject to Garda-vetting clearance and satisfactory reference checking if required.

In the case of an organisation nominating an individual to provide these services, the Director of the organisation will be asked to sign and return the Letter of Engagement. They will also be required to confirm that they have board/management committee approval for the nomination of the individual and authorisation for the Director to sign the Letter of Engagement.

The names of successful applicants will be published on the Arts Council's website and on [OJEU](#).

Successful CAs may be matched with available schools based on the type of school, its needs, and its geographical location.

Individuals/Organisations will then be issued with a purchase order number, which must be quoted when reporting and invoicing for services delivered on a monthly basis. Individual CAs will invoice the Arts Council directly. If the CA is nominated by an organisation, the organisation will invoice the Arts Council.

Applicants are advised to note that if the total value of services received by an individual/organisation exceeds **€10,000** or more from the Arts Council in any 12-month period, then a tax clearance certificate or tax clearance access numbers will be required.

### **11. Confidentiality**

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

Applicants are advised that all enquiries, applications, and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in this selection and engagement process.

### **12. Future requirements**

The Arts Council may need to advertise this opportunity again via [www.etenders.gov.ie](http://www.etenders.gov.ie) and the Arts Council's website during the 4-year engagement period (subject to business needs, budget constraints and funding, all at the absolute discretion of the Arts Council).

### **13. Finally**

This information booklet represents the principal conditions of the Creative Associate services 2023. It is not intended to be a comprehensive list of terms and conditions. These will be set out in a Letter of Engagement with those selected to deliver Creative Associate services 2023.