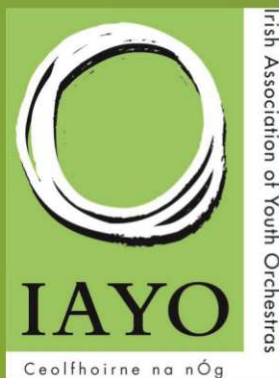




Irish Association of Youth Orchestras CLG

Administrator

Application Pack | June 2025



Irish Association of Youth Orchestras

Administrator | Application Pack

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IAYO Administrator

The Irish Association of Youth Orchestras invites applications for the position of Administrator. This is an opportunity to contribute to the development of youth orchestras and youth music throughout Ireland with a wide, but manageable, portfolio of activity.

The Administrator will play an important role in the delivery of IAYO programmes and resources and in running the day-to-day activities of the company. A comprehensive role description is included below.

The Administrator will form part of a team currently including the CEO, Programmes Manager, Marketing and Communications Officer and a team of 3 Youth Participation Officers with more than one hundred professional and voluntary artistic and organisational staff engaged annually.

The ideal candidate will have administrative / organisational experience. A strong desire to work in the arts and promote opportunities for public participation in the arts is essential for this position. Specific knowledge of orchestras and classical music-making are not required but an interest in the area would be most welcome.

Role Details

Role Title: Administrator

Location: The role is based in Civic Trust House in Cork City.

A blended approach to work will be considered but regular attendance at the office in Cork will be necessary as the role has paper-based work on a regular basis.

Contract: Permanent full-time (35 hours per week).
There is a 6-month probationary period.
Annual leave of 25 days per annum.

Some weekend work may be required for which time-off-in-lieu is given as described in IAYO's Employee Handbook which can be accessed at <https://www.iayo.ie/about/transparency/>

Some travel within Ireland may be required.

A Personal Retirement Savings Account scheme is operated by IAYO with employer contributions of 5% when matched by employees. Employer contributions will commence following the completion of a probationary period of six months.

Salary: €33,000

Eligibility: This role is not eligible for non-EEA residents who would require a work permit. Please see the list of ineligible occupations at enterprise.gov.ie.

Role Requirements

Decisions made at shortlisting and interview will be made based on the following considerations.

- A strong desire to work in the arts and to promote public access to and participation in the arts is important for this position.
- Attention to detail and a commitment to attaining high-quality outcomes;
- Appropriate and relevant experience and / or a relevant third-level qualification;
- A good communicator with a high standard of English and an ability to work with a large number and wide variety of stakeholders towards shared goals;
- An ability to work autonomously whilst integrating into the workflow of the company as a whole;
- The ability to balance a varied and busy schedule of activity and manage competing priorities;
- Good computer skills: an ability to use and learn a variety of software applications including database, email, word processing, spreadsheets, basic image editing and a variety of web-based technologies;
- An ability to match musical scores and parts: music literacy is not necessary for this but would be an advantage;
- A basic understanding of orchestral instruments and their maintenance: this can be learned on the job;
- An interest in, and knowledge of, classical and orchestral music would be an advantage but is not necessary.

Summary Role Description

Administrator

The role is varied but very manageable with different aspects of the work to the fore at different times of year. A fully detailed role description can be downloaded as a pdf from the [IAYO website](#).

Office Administration: Serve as first point of contact for all communications and visitors. Manage general email inbox, ensuring queries are directed appropriately. Maintain office supplies, process post and promotional materials, liaise with Civic Trust House, and support staff by maintaining accurate databases. Perform regular backups and general office admin.

Financial Administration: Receive and record payments for courses, events, and memberships. Issue and track invoices, manage petty cash, and process banking tasks including lodgements and reconciliations. Assist with financial reporting, including audit preparation and maintaining financial records.

Membership Management: Maintain accurate and up-to-date member records. Communicate with members annually and throughout the year to update contact details and encourage renewals. Process applications and payments, and support prospective members with relevant information.

Governance Support: Administer documentation for board appointments and resignations. Update regulatory records and registers, ensure biographical and contact details are shared as needed, and monitor communications from the Charities Regulator.

Courses and Activities: Create and manage application and consent forms. Process applications, distribute information securely, and liaise with course staff. Manage communications with participants and staff, distribute schedules and materials, and track payments. Assist in organising and occasionally supporting the delivery of events.

Festival of Youth Orchestras: Handle applications, contracting, RSVP management, and guest logistics. Collect data from participating orchestras, manage advertising invoicing and proofing, and support delivery of the event, including front-of-house work.

Garda Vetting: Act as vetting officer, guiding applicants and processing vetting requests. Distribute disclosures and advise on cases involving convictions, in consultation with the CEO.

Information & Communications: Support the Marketing and Communications Officer by forwarding relevant information and proofreading outputs.

Instrument Bank & Asset Management: Manage loans, invoicing, transport, and maintenance of instruments. Maintain records and support insurance processes. Keep asset inventories up to date.

Music Library: Oversee loans and returns, maintain music in good condition, and ensure appropriate usage under fair copying principles. Arrange for replacements and transpositions as needed.

Reporting & Procedures: Maintain and update standard operating procedures, ensuring accurate documentation of all processes.

How to Apply

Application for this post is by **application form** and **cover letter**. CVs will not be assessed.

In your cover letter please outline your fit with the requirements of the position as outlined above, most particularly your relationship to and desire to work with music and with young people.

Please keep your cover letter to a maximum of two pages of A4.

Applications are preferred by email to Allin Gray at allin@iayo.ie.

Applications may optionally be submitted by post to:

Allin Gray
Irish Association of Youth Orchestras CLG
Civic Trust House
50 Pope's Quay
Cork
Republic of Ireland
T23 R6XC

Your application will be acknowledged within three working days of receipt. If you do not receive acknowledgement, please contact the IAYO office at info@iayo.ie or on +353 21 421 5185 / +353 86 057 0062.

The **Application Deadline** is **Sunday, 06 July 2025 at 22:00** Irish Standard Time (BST / UTC+1). Applications received after this time will not be considered.

Interviews will take place on Tuesday, 15 July 2025 at the IAYO offices in Cork. Online interviews may be offered to eligible candidates.

Assessment, Interview and Offers

All applicants will receive acknowledgement of their application within three days of receipt at the IAYO office.

All applications will be assessed by the IAYO CEO and one or two other panellists independently using the criteria outlined above and relating to the quality of the application, relevant experience and qualifications and candidates' presentation of themselves and their desire to work in the position.

Interview offers will be made on or before Tuesday, 08 July 2025. Those not being offered interviews will be informed at this time. Depending on the volume of applications, specific feedback may or may not be given in relation to applicants who have not been offered an interview.

A maximum of six candidates will be called for interview at IAYO's Cork office where they will be interviewed by the CEO, and two other panellists including an external interviewer. Online interviews may be offered to eligible candidates.

Interviews will last c.30 minutes during which candidates will be asked a number of set questions with further questions in development of answers received and / or relating to candidates' specific work experience and skills. To help make the interviews less pressured, a list of the set questions will be provided with interview offers.

Candidates may be required to respond to a scenario or present a short example of work relating to the position. If so, the specific nature of this task will be communicated at the time an interview is offered.

The panel will assess each candidate separately as the interviews proceed and agree a final score / evaluation once all interviews have been completed.

It is envisaged that there will be one round of interviews only. If the panel decides to re-interview candidates, suitable notice will be given and expenses incurred for a second interview will be reimbursed by IAYO.

Candidates will be informed as soon as possible if the panel wishes to offer the position to the candidate, to re-interview, to place the candidate on a reserve list or if a job offer is not to be made. All offers are pending satisfactory completion of reference checks and Garda vetting.

Equality of Opportunity

All existing and new positions and promotions within IAYO are open to anyone. In this regard, we operate our policies to ensure equal opportunities in every respect. We do not discriminate on the grounds of an individual's gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the travelling community.

IAYO is fully committed to ensuring that equal opportunities are implemented and developed. All our conditions of service, including pay and benefits, training, transfer and promotion opportunities and general career development opportunities, apply on a fair and equal basis to every member of staff.

To discriminate either directly or indirectly is unlawful and any unlawful discrimination by members of our staff will be dealt with in line with IAYO's Disciplinary Procedure.

When recruiting for various positions, selection will be made based on the candidates' suitability for the vacant position according to pre-determined job-related selection criteria which will be consistently applied throughout the recruitment process. Equality of opportunity will also include accommodating, where possible, the special needs of individuals to facilitate their participation in the recruitment and selection process. In addition, all employees have equal rights to opportunities for advancement within IAYO.

Referencing and Vetting

Employment with IAYO is subject to Garda Vetting and a child safeguarding referencing process. Any offer of employment is contingent on the receipt of documentary evidence of identity, suitable references as provided in candidates' application forms and completion of the vetting and referencing processes. Candidates may be excluded from working with IAYO on the basis of conviction for offences related to children or young people, convictions that might make a person unsuitable for working with children and young people or the expressed opinion of nominated referees that candidates are not suitable for working with children and young people.

Irish Association of Youth Orchestras

The Irish Association of Youth Orchestras is the national support and resource organisation for youth orchestras in Ireland. Membership of the Association is open to all youth orchestras in Ireland, whether linked to a school, a school of music, a college or university, or to an independent or community-based organisation. IAYO represents over 5,000 young musicians in 108 youth orchestras in Ireland and assists in the development of youth orchestras in all parts of the country.

IAYO is funded by The Arts Council, The Department of Education and Youth and Cork City Council. IAYO acknowledges the support of The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, The Arts Council and Music Network through the Music Capital Scheme 2010-2024.

IAYO is a member of the European Orchestra Federation, The Association of British Orchestras, The National Campaign for the Arts, the National Youth Council of Ireland, Volunteering Ireland and The Wheel.

Mission

The Irish Association of Youth Orchestras promotes and fosters the development of youth orchestras in Ireland.

Vision

We envision an Ireland where all young people have the opportunity to experience the joy of ensemble music-making.

Aims

- Build and strengthen the community of youth orchestras.
- Provide and facilitate advice and information for youth orchestras.
- Foster excellence through the provision of training and resources.
- Promote best practice artistically and in working with young people.
- Offer and facilitate performance and collaboration opportunities.

- Present excellence in the youth orchestra movement to a wider and more diverse public.
- Encourage collaboration between all stakeholders in the development of youth orchestras.
- Act as a connection between youth orchestras in Ireland and the movement internationally.

Values

Community: We value creative communal expression and unite all our stakeholders in the joy of music by creating spaces for networking, peer-learning and shared musical experiences at every opportunity.

Diversity: We welcome all people and embrace the diversity of contemporary Ireland.

Enjoyment: We place fun, personal fulfilment and celebration at the core of all our work.

Equality: We believe that all young people should have the opportunity to practice musicianship and access instrumental training.

Excellence: We encourage every young person to reach the highest potential that they aspire and commit to.

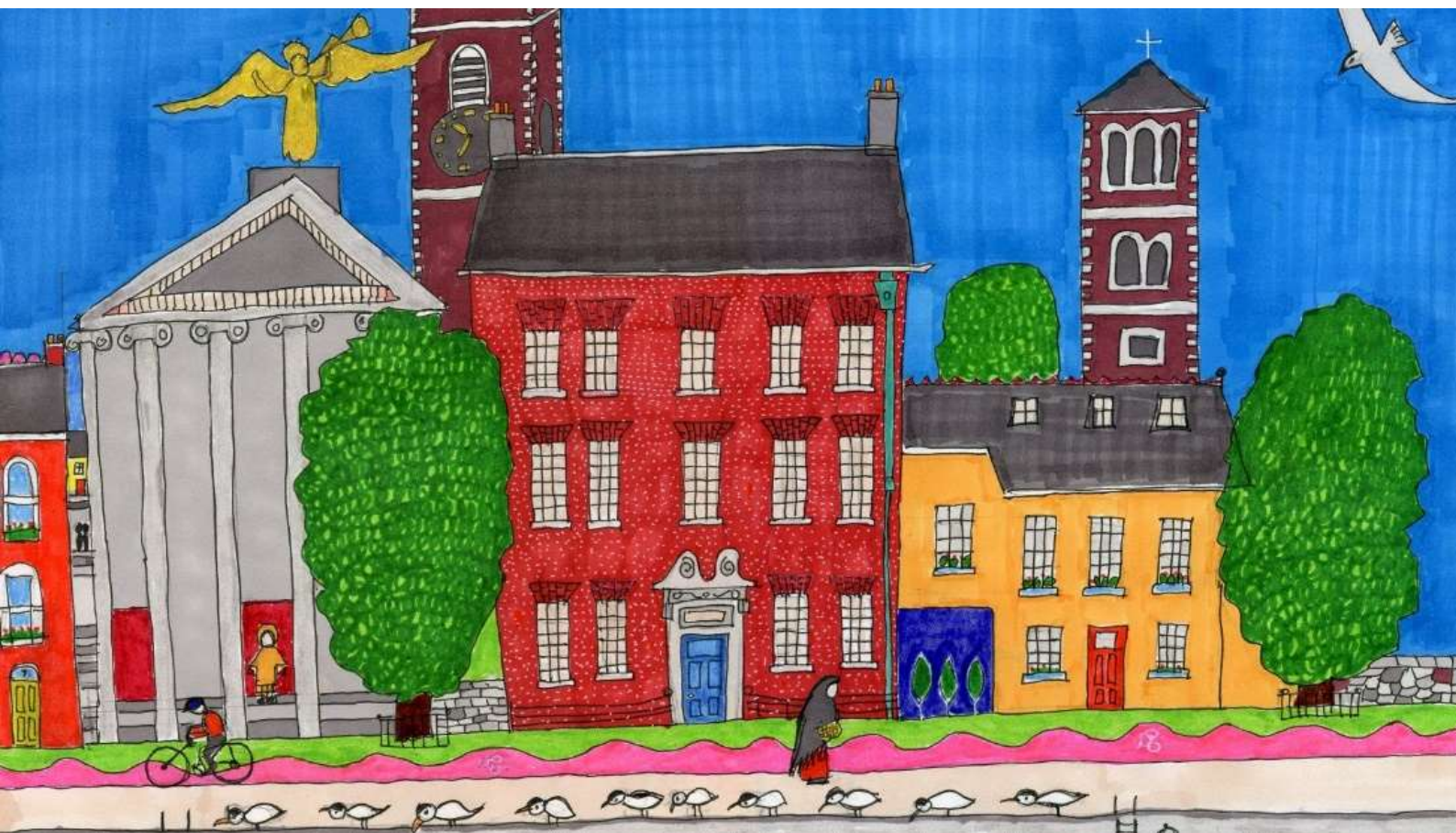
Integrity: We are transparent, honest and professional in all aspects of our work. We treat all people with respect, dignity and courtesy at all times.

Partnership: We value partnership with like-minded organisations that share or embody our values.

Sustainability: We value environmental sustainability and will reflect sustainable practices in our work.

Youth Participation: We put young people at the centre of our work, striving towards a partnership with them in our activities.

IAYO is resident at Civic Trust House in Cork: a shared administrative facility for the arts provided by Cork City Council. Our housemates include Cork International Choral Festival, Cork Folk Festival, Cork Jazz Festival, Cork LGBT+ Pride Festival, Indie Cork, Smashing Times Theatre and Film Company, and Suisha Inclusive Arts as well as numerous hot-deskers, sometime-residents and artists and groups that make use of our facilities.



Additional information on IAYO can be found on our websites as listed below. Copies of IAYO's *Strategic Plan* and our *Statement of Youth Work Practice* can be accessed at iayo.ie/transparency.

<https://iayo.ie/>

<https://concorda.iayo.ie/>

<https://www.eskerfestivalorchestra.com/>

<https://iywe.iayo.ie/>

<https://iybo.iayo.ie/>

<https://conducting.iayo.ie/>

The Irish Association of Youth Orchestras
CLG (IAYO) is the all-Ireland resource
organisation for youth orchestras.

IAYO is a company limited by guarantee,
registered in Ireland, No: 296500, and a
registered charity, No: 20045623.

IAYO is grant aided by The Arts Council,
The Department of Education and Youth
and Cork City Council.

IAYO acknowledges the support of
Department of Culture, Communications
and Sport, The Arts Council and Music
Network through the Music Capital
Scheme 2010-2024.

Directors: Laoise O'Brien (Chairperson),
Kathrine Barneclutt, Ekenenna
Chukwuewuzie, Avril Crotty, Liam Daly
(Treasurer), Anne Gannon, Anna Rosa Mari,
Katharine Mac Mághnuis, Mark Thomas,
Matthew Toal.

Staff: Allin Gray (Chief Executive Officer),
Jack Mahony (Administrator), Edel
Carmody (Marketing and Communications
Officer), Sinéad Ryan (Programmes
Manager), Rachel Dunne Lambe, Clara
Scullion, Síbéal Ní Dhuibhir (Youth
Participation Officers).

Registered Address:

Civic Trust House,
50 Pope's Quay,
Cork, Ireland.

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M: +353 86 057 0062

E: info@iayo.ie

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An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

An Roinn Turasóireachta, Cultúir,
Ealaíon, Gaeltachta, Spóirt agus Meán
Department of Tourism, Culture,
Arts, Gaeltacht, Sport and Media

