

# OH-18-02586 – Stair faoi cheilt – oidhreacht Ghaelach Chúige Uladh a fhiosrú trí shúile An tUltach

**Comhordaitheoir Tionscadail – cur síos ar an phost:**

Beidh An tUltach ag obair i gcomhar leis an phobal, le meánscoileanna agus le hollscoileanna chun taighde a dhéanamh ar sheaneagráin i gcartlann na hirise, a théann siar go 1924, d’fhonn an t-ábhar is spéisiúla iontu a chur i láthair phobal an lae inniu.

Is mian leis An tUltach comhordaitheoir tionscadail, duine a bhfuil an taithí chuí aige nó aici, a cheapadh le hoibrithe deonacha a stiúradh agus leis an tionscadal a comhordú.

**Fad an tionscadail:**

Ó Eanáir 2019 go Eanáir 2020

**Beidh an té a cheapfar á bhainistiú ag:**

Coiste An tUltach

**Beidh an té a cheapfar freagrach do:**

Cisteoir An tUltach

**Príomhchuspóir an róil:**

An tionscadal a chomhordú agus a mhaoirsiú ar bhonn laethúil, agus a chinntiú go mbeidh torthaí an tionscadail ar ardchaighdeán agus de réir an sceidil atá curtha isteach chuig an Heritage Lottery Fund.

**Dualgais agus freagrachtaí**

* Obair thaighde na n-oibrithe deonacha a bhainistiú agus monatóireacht a dhéanamh uirthi d’fhonn a chinntiú go bhfaigheann na hoibrithe deonacha an tacaíocht agus an treoir chuí le linn dóibh a bheith páirteach sa tionscadal.
* An t-ábhar poiblíochta agus margaíochta ar fad a bhaineann leis an tionscadal a mhaoirsiú agus a chomhordú, ag díriú go mór mhór ar láithreacht ghníomhach ar chuntais An tUltach ar na meáin shóisialta.
* Buiséad an tionscadail a bhainistiú lena chinntiú go bhfuil cuntas ann ar an chaiteachas uile a dhéantar le linn an chláir, lena n-áirítear sonraisc agus admhálacha a chur ar fáil maidir le gach imeacht.
* Tuairiscí a thabhairt i bhfoirm scríofa agus ó bhéal ag cruinnithe de choiste An tUltach d’fhonn an chumarsáid chuí agus dea-bhainistiú an chláir a éascú agus a chinntiú.
* A bheith i dteagmháil le hionadaithe an Heritage Lottery Fund lena chinntiú go mbíonn an dea-chumarsáid agus an cleachtas is fearr i bhfeidhm le linn an tionscadail.

**Cáilíochtaí**

**Cáilíochtaí Riachtanacha**:

* Gaeilge scríofa agus labhartha den scoth
* Cáilíocht ábhartha tríú leibhéil
* An taithí chuí ar bhainistiú tionscadal
* Scileanna TF den scoth, próiseáil focal, scarbhileoga agus na meáin shóisialta san áireamh

**Sonraíocht phearsanta:**

**Riachtanach:**

* An taithí chuí ar a bheith ag múineadh nó ag stiúradh mac léinn agus/nó daoine eile nach iad
* Scileanna eagrúcháin agus pleanála den scoth
* Scileanna cumarsáide agus idirphearsanta den scoth

**Uaireanta:**

20 uair an chloig in aghaidh na seachtaine

**Tuarastal:**

£13,500 per annum

**Spriocdháta faoi choinne iarratas:**

Déanfar iarratais a gheofar **faoi 12pm Dé Céadaoin, 12 Nollaig, 2018** a mheas. Iarrtar ar iarrthóirí CV agus litir chlúdaigh ina gcuirtear síos ar scileanna agus taithí ábhartha a chur trí ríomhphost chuig [antultach@ymail.com](mailto:antultach@ymail.com) nó tríd an phost chuig An tUltach, 20 Bóthar na hArdeaglaise, Ard Mhacha BT61 7QX.

**Agallaimh:**Beidh na hagallaimh ar siúl ar an 17 Nollaig, 2018.

An tUltach



OH-18-02586 – A hidden history – exploring Ulster’s Gaelic heritage through An tUltach

**Project Coordinator job description:**

An tUltach will work with members of the community, secondary schools and universities to research old editions in the magazine’s archive, dating back to 1924, in order to make some of the most fascinating material available to the public.

An tUltach is looking to appoint an experienced project coordinator to work with our project volunteers and to coordinate this project.

**Project duration:**

From January 2019 to January 2020

**Line managed by:**

An tUltach’s committee

**Reports to:**

An tUltach’s Treasurer

**Main purpose of the role:**

To coordinate and oversee the project on a daily basis, ensuring projected outcomes are met to a high standard and in line with the timescale submitted to the Heritage Lottery Fund.

**Duties and Responsibilities**

* To manage and monitor the research work of volunteers to ensure that they receive relevant support and guidance during their project participation.
* To oversee and coordinate all publicity and marketing of the project, with specific focus on an active social media presence through An tUltach.
* To manage the project budget to ensure all programme expenditure is accounted for, including provision of invoices and receipts for each event.
* To provide written and verbal reports at An tUltach’s committee meetings to facilitate and ensure relevant communication and management of the programme.
* To liaise with representatives of the Heritage Lottery Fund to ensure good communication and best-practice provision throughout the project.

**Qualifications**

**Essential Qualifications**:

* Excellent written and spoken Irish
* A relevant third level qualification
* Relevant project management experience
* Excellent IT skills, including word processing, spreadsheets and social media

**Personal specification:**

**Essential:**

* Relevant experience of teaching or guiding young people and/or others
* Excellent organisational and planning skills
* Excellent communication and interpersonal skills

**Hours:**

20 hours per week

**Salary:**

£13,500 per annum

**Deadline for applications:**

Applications received **by** **12pm on Wednesday, 12th December, 2018** will be considered. Send a CV and covering letter outlining relevant skills and experience via email to [antultach@ymail.com](mailto:antultach@ymail.com) or via post to An tUltach, 20 Cathedral Road, Armagh BT61 7QX.

**Date of interviews:**

Interviews will take place on 17th December, 2018.

