

Saolta Arts is seeking a Project Coordinator

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

Saolta Arts, in partnership with Galway City Council, Galway County Council, Croí Heart and Stroke charity and HSE West North West, are seeking a motivated, experienced and highly organised contractor to deliver *Mending HeArts*, a Creative Health and Wellbeing Project, supported by the Creative Ireland Programme, Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

Saolta Arts CLG wish to contract a project coordinator to lead this creative project 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 *Mending HeArts* Project Coordinator role will operate as a contract of service between the contractor and Saolta Arts CLG. Work on this project will require flexibility and travel between hospitals, health and community settings in Galway City and County.

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.

Title: Project Coordinator

Location: Galway City and County

Job Type: Contract of Service

About Us: Saolta Arts work with leading artists and arts organisations to bring high-quality arts experiences to the hospital community. Our multi-disciplinary programme of events and activities includes exhibitions, music, theatre, and poetry. Saolta Arts also work with hospital colleagues to improve the physical environment through public art and integrated artworks. Our established participatory arts programme has allowed people of all ages to explore their creative potential. For patients, this can be the important reintroduction of choice and can help them to re-evaluate their abilities in the face of change. Participants find a more positive, productive use of their time in hospital, engaged in a way that distracts from worries and “makes time fly”. Saolta Arts is dedicated to enriching lives through the power of art. We collaborate with talented artists to bring creative workshops to hospitals and community settings, fostering healing and connection through artistic expression.

Project Scope: *Mending HeArts* is a Creative Ireland Health & Wellbeing project led by Galway City Council in partnership with Saolta Arts CLG, Galway County Council, Croí Heart and Stroke charity, working with HSE West North West.

Working with project partners, we wish to expand our participatory arts programme following patients through their cardiology pathway. Through a series of art workshops across Galway City and County, including University Hospital Galway, Merlin Park University Hospital, and Portiuncula University Hospital, as well as rural locations in County Galway, the project seeks to widen arts engagement in healthcare. It aims to build capacity through training and upskilling artists to work in healthcare settings, and building a sustainable model of arts in healthcare that can be extended beyond Galway to the wider West-North West Health Region and replicated in other health regions nationally. This project builds on a smaller-scale pilot initiative between Saolta Arts and Croí, which brought the two organisations together to develop a successful arts programme last year, part of a growing recognition of the health and wellbeing benefits the arts can bring.

Position Overview: We are seeking a dynamic and organized Project Coordinator to join our team for a nine month contract of service to realise the Mending HeArts project.

Responsibilities:

- Develop project plans, timelines, budgets, and resource allocation for art workshops.
- Collaborate with artists to design workshop content.
- Arrange logistics, including venue bookings, material procurement, and transportation.
- Maintain communication with hospital staff, community leaders, artists, and participants.
- Assist in workshop facilitation and provide support to artists.
- Track project progress, gather feedback, and prepare reports.
- Monitor project expenses and ensure adherence to budgetary constraints.
- Promote workshops to maximize participation and community engagement.

Project Context: This project involves a series of art workshops across Galway City and County, including University Hospital Galway, Merlin Park, and Portiuncula University Hospital, as well as rural locations. It aims to widen arts engagement in healthcare, build capacity through training and upskilling artists, and create a sustainable model of arts in healthcare that can be extended beyond Galway.

Key Activities:

- Develop Artist and Staff Guidelines for regional and national use.
- Expand the artist panel with new recruits who will be trained and mentored.
- Establish participative art workshops across various hospital sites and community locations.
- Determine demand for daytime or evening workshops and Croí's capacity to facilitate them.
- Support artists through professional development and sustainable opportunities.
- Present project findings at a conference in October 2025.
- Utilize Croí mobile units to engage remote or isolated communities.
- Conduct evaluations to inform a sustainable annual programme.

Project Delivery: Lead the Project Steering Group in planning, delivering, monitoring, and evaluating the Mending HeArts cardiovascular arts programme. Key deliverables include workshops, exhibitions, a comprehensive arts programme for cardiovascular patients, publication of guidelines, a video documentary, and a final evaluation report.

Main Duties:

- Plan and oversee visual art programmes in various hospital and community settings.
- Identify and support visual artists to conduct workshops.
- Work with the Mending HeArts Project Steering Group to organize the project.
- Manage project activities within the allocated budget.
- Provide reports to the Project Steering Group and co-produce a work-plan.
- Ensure Health and Safety procedures are followed.
- Perform other duties as assigned by the Project Steering Group.

Requirements:

- Relevant third-level qualifications in arts, arts administration, or health/social sciences, or considerable experience in programme coordination.
- Self-starter with access to own transport and a full clean driving licence.
- Highly motivated with excellent time management skills.
- Proficient in MS Office Tools and project management.
- Strong communication, marketing, and PR skills.
- Experience in managing budgets and finances.
- Ability to work with diverse backgrounds and sectors.
- Knowledge of Local Authority and Health Service Executive operations is an advantage.
- Understanding of community work and development organizations.

Contract of Service:

- **Duration:** The contract will be for a period of eleven months (February to October 2025) with the possibility of extension based on performance and project needs.
- **Remuneration:** The total budget for the contract of services will not exceed €30,000 exclusive of VAT but include any other expenses incurred in connection with the delivery of services including insurance etc.
- **Working Hours:** 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 with some flexibility for evening and weekend workshops.
- **Termination:** Either party may terminate the contract with two weeks' notice in writing.
- **Confidentiality:** The Project Coordinator agrees to maintain the confidentiality of all sensitive information related to the organization, artists, and participants.
- **Performance Review:** Regular performance reviews will be conducted to ensure alignment with project goals and personal development.

How to Apply:

Interested candidates are invited to submit their curriculum vitae along with a 2-page document demonstrating their relevant experience. This document should include evidence of previous projects managed, with web links/URLs for two previous projects where available.

Experience in arts and health is desirable. Please provide a brief outline (no more than 750 words) of how you plan to meet the role's requirements, based on the 'Person Specification'. This should include your qualifications or directly relevant experience and your interpretation of the project's timeline.

Additionally, include a full quotation with daily rates and hours for the provision of the project coordination services, including travel and subsistence rates. A copy of your current driver's license and a declaration that you will have access to your own transport, if appointed, are also required.

Interviews will be arranged with shortlisted candidates after the closing date. We reserve the right to award the contract based on the submissions received and to call shortlisted candidates for an interview to award the contract. We also reserve the right not to award the contract from this call-out and to use an alternative procurement method if deemed necessary.

Selection criteria:

- **Experience and Relevance:** Demonstrated experience and relevance to the project.
- **Track Record:** Proven track record of engagement and successful outcomes in previous projects.
- **Detailed Daily Rates:** Comprehensive breakdown of proposed daily rates, including travel costs for in-person visits.
- **Timely Delivery:** Ability to deliver the project on time and within budget.
- **Documentation and Reporting:** Strong documenting and reporting skills.

SAOLTA ARTS CLG IS AN EQUAL OPPORTUNITIES EMPLOYER/CONTRACTOR

Submissions must be emailed by 5pm on 6 January 2025 with the subject line 'Project Coordinator – Mending HeArts.'