



# INFORMATION PACK FOR APPLICANTS: CHIEF EXECUTIVE OF CRUIT ÉIREANN | HARP IRELAND

Information on the role, requirements, and  
application process for the position of Chief  
Executive of CRUIT ÉIREANN | HARP IRELAND

Closing date  
18.00  
Friday  
14 October  
2022

## Background

[Cruit Éireann Harp Ireland \(CÉHI\)](#) was established in 2016 and is the all-island resource organisation whose mission is to support and promote the harp as our national instrument. Is eagrais uile-Éireann agus dhátheangach muid, agus cuirimid réimse leathan tacaíochtaí agus seirbhísí ar fáil d'ealaíontóirí agus don phobal anseo in Éirinn agus ar fud an domhain. We work to gain recognition for the unique status of the harp and to secure its sustainability. We worked closely with the Government of Ireland to secure the inclusion of the harp on the UNESCO Representative List of the Intangible Cultural Heritage of Humanity in recognition of the harp, Ireland's national instrument and its unique place in Irish musical and cultural life. We embrace the diverse and inclusive contemporary expressions of our 1000-year-old harp tradition, and we focus our work on supporting artists at all career stages, on serving audiences in Ireland and globally, and on ensuring that our organisation is robustly governed, professionally managed, and resourced through a sustainable funding model. Tá muid tiomanta do chothú agus cur chun cinn na cruite mar ghné lárnach agus sainiúil d'oidhreacht bheo na hÉireann, agus an saibhreas ceoil agus cultúir a bhaineann leis an chruit a scaipeadh ar fud an domhain mhóir.

Our plans and direction are shaped by our [2021 Strategic Statement](#).

Our strategy involves supporting artists by creating performance and teaching [opportunities](#), and by providing access to [topical information](#) and [resources](#). We serve audiences throughout Ireland and globally by organising, promoting, and disseminating a diverse and high-quality programme of [events](#) throughout the year. One of our annual highlights is [Lá na Cruite/Harp Day](#).

During 2020-2021 we worked to identify a set of development priorities as a pathway towards positioning CÉHI as a professionally managed resource organisation within the traditional arts sector, similar in function and specialist expertise to sister organisations such as Na Píobairí Uilleann and Taisce Cheol Dúchais Éireann/Irish Traditional Music Archive.

CÉHI is at an exciting moment in its evolution and the Board of CÉHI now wishes to appoint a Chief Executive to lead the next phase of our growth and development (2023-2027), as we consolidate our professional organisational structures and establish a permanent base.

CÉHI adheres to the principles and practices of good, clear, robust [governance](#) and we aim to improve constantly every aspect of our work and our structures. The recruitment and appointment of our first Chief Executive is the planned next step in our evolution. This appointment will provide reassurance both to our members and stakeholders in the harping community, and to State agencies, public funders, and private funders who ensure that we are resourced to carry out our programme of work.

## The Role

This is a leadership role which requires managerial experience and skills at a senior level. The Chief Executive will report to the CÉHI Board and will liaise regularly with the Chairperson. The Chief Executive will be responsible for consolidating and implementing systems and procedures to underpin CÉHI's professional organisational structure, for developing and managing CÉHI's programme of activities, and for managing relationships with our funders and with other strategic and operational partners.

The role is fulltime and based in CÉHI's current office in Dublin 2 and will include evening and weekend work by arrangement; the role will require some work to be carried out offsite to meet operational requirements. Remote and off-site working arrangements are possible alongside conventional office-based working arrangements.

## Experience Required

This Chief Executive will have regular engagement with the CÉHI Board, with stakeholders within the harping community and the broader arts and traditional arts sector, and with a diverse group of funders, supporters, partners, and other stakeholders. Applicants for the position of Chief Executive of CÉHI must provide evidence of relevant experience which means:

1. Experience of working effectively at a managerial level within an organisational structure **or** experience of successfully leading or managing projects in an organisational setting or involving multiple organisations

2. A comprehensive working knowledge of the organisational infrastructure, the policy context, and the funding environment for the traditional arts in Ireland
3. A practical understanding of effective communication that takes account of both the internal and external needs of an organisation
4. Experience of developing productive relationships with funders including An Chomhairle Ealaíon, Local Authorities, other public funders, and private funders
5. Experience of managing relationships with diverse stakeholders within a specialist field
6. Experience of working with or within the harp community in Ireland or internationally
7. Experience of applying for, accounting for, and reporting on public funding allocations received for specified purposes
8. Líofacht Ghaeilge, idir labhartha agus scríofa, ar an ábhar gur eagrais dhátheangach muid. Tá an Ghaeilge ina cuid lárnach agus straitéiseach d'ár gclár forbartha don eagrais agus d'fhorbairt stadais na cruite i measc an phobail. Evidence of fluency in spoken and written Irish to a good standard is essential, to support our work and effectiveness as a bilingual organisation
9. Experience of working directly with artists, venues, and events will be an advantage
10. A current full, clean, driving licence is essential.

## Terms and Conditions

This post of Chief Executive of CÉHI is a fulltime position offered under a five-year contract of service (contract of employment) which may be renewed. There is a probationary period of six months from the date of appointment, and there will be a performance review at six months and at nine months from the date of appointment, as part of the induction process. There will be a six-monthly performance review thereafter.

There will be an induction process during the first three months of the appointment to ensure a smooth transition of information, functions, resources, and duties.

The annual gross starting salary for this position is €65,000. In addition, CÉHI will make a pension contribution to an approved pension arrangement, to match the employee's contribution up to a maximum of 5% of salary.

The annual leave allocation is 25 days per calendar year exclusive of public holidays, and the annual leave year is the calendar year.

## How to Apply

CÉHI is an equal opportunities employer, and we are committed to having an open, inclusive, respectful, and diverse organisational culture and practice embedded in all aspects of our work.

To make an application for the post of Chief Executive of CÉHI, please email a letter of application, accompanied by a current CV, to [recruitment@harpireland.ie](mailto:recruitment@harpireland.ie) to arrive no later than **18.00 (Ireland time) on Friday 14<sup>th</sup> October 2022**. It is your responsibility to ensure that your application reaches us by that closing time and date, and we cannot accept any application received after that. Please include **CÉHI Chief Executive** in the subject field of your email.

Your letter of application is your opportunity to demonstrate your communication skills and tell us how your experience equips you for this role, so please give up to date and clear examples and details that will help us match your experience and skills to our requirements.

We are interested in hearing your ideas about the next phase in CÉHI's growth and development, so please feel free to give us a sense of how you envision CÉHI under your leadership, tell us what you will bring to CÉHI, and tell us why you want this job.

## What Happens after you Submit your Application

We will acknowledge receipt within two working days of all eligible applications (i.e. your letter of application and CV) received by **18.00 (Ireland time) Friday 14<sup>th</sup> October 2022**. Please ensure that your application reaches us in time as we are unable to accept applications received after that deadline.

We will shortlist all eligible applications, and interviews will be held in person, in Dublin, in early **November 2022**. We hope that the Chief Executive will be appointed as soon as possible thereafter, and able to take up the position in **January 2023**.