

# **Call for dlr Age Friendly Alliance Intergenerational Book Project Writer/Coordinator**

## **Introduction**

Dún Laoghaire-Rathdown County Council invites applications from external suitably qualified individuals with oral history experience to coordinate the development and production of a book capturing stories and experiences of older citizens throughout Dún Laoghaire-Rathdown, the content of which will be informed by interviews conducted by IADT students.

The Writer/Coordinator will be managed by Dún Laoghaire-Rathdown County Council. There will also be engagement with a Sub Group consisting of Dún Laoghaire-Rathdown County Council, the dlr Network for Older People and IADT regarding the commission.

The post is open to those with a strong oral history background and experience of working with students and older citizens.

## **Intergenerational Book Project Writer/Coordinator brief**

This commission involves coordinating the development of an important social document capturing life experiences and stories from older citizens across the Dún Laoghaire-Rathdown area. The successful candidate must also consider reflecting the richness and diversity of dlr's older citizens.

The Writer/Coordinator will be required to give consideration to the methodology and approach for securing interview and for reporting on progress to the project subgroup.

This intergenerational project will encourage shared learning and links between students of IADT and their interviewees.

The project aims to document life experiences of citizens with diverse views and experiences across a broad range, incorporating some or all of the 9 Pillars of the Age Friendly Strategy, depending on approach taken. These are listed below:

1. Outdoor Spaces and Buildings
2. Transportation
3. Housing
4. Social Participation
5. Respect and Social Inclusion
6. Civic Participation and Employment
7. Communication and Information
8. Community Support and Health Services
9. Safety and Security

See link below to the *dlr Age Friendly Strategy 2016-2020*

[https://www.dlrcoco.ie/sites/default/files/atoms/files/dun\\_laoghaire\\_rathdown\\_age\\_friendly\\_strategy\\_2016\\_-\\_2020.pdf](https://www.dlrcoco.ie/sites/default/files/atoms/files/dun_laoghaire_rathdown_age_friendly_strategy_2016_-_2020.pdf)

This role will require a close working relationship with IADT students, tutors, and subgroup members.

Most interviews will take place on the IADT campus, photographic portraits of the selected interviewees for inclusion in the final publication will also be required and IADT Students will support the process.

Following the interview phase the Writer/Coordinator will be responsible for the editing and publication of a book. (Template may be a colour A5 book, to include circa 15 interviewees and their colour portraits. Budget for design and publication are separate).

This is a unique opportunity to participate in an intergenerational piece of work between older people in the community and students in IADT.

### **Key Experience Required**

- Experience in oral history
- Experience in project management
- Strong editorial skills
- Evidence of ability to take initiative and work independently, while also working flexibly as a member of a team
- Excellent communication skills, both oral and written
- Evidence of strong organisational and self-motivational skills and the ability to work to deadlines

### **Desirable Experience**

- Oral History qualification (such as Lord Mayor's Certificate or equivalent)
- Experience of working with students and older citizens
- Experience of working with vulnerable adults

### **Key duties**

- Supporting IADT staff and students with regard to pre interview planning
- Clarifying methodology and approach for engagement with interviewees
- Assisting to identify and shortlist interviewees to ensure diversity and representation of the voice and experiences of older people
- Meeting and updating project sub group on progress
- Transcribing recordings and editing content from interviews in order to produce the final intergenerational book
- Presenting draft book and seeking feedback
- Finalising book ready for design and publication

## **Proposed Project timelines**

The interview and drafting of the Book project is to be completed before end of IADT academic year 2019, a Draft Book script is to be circulated by 16<sup>th</sup> May for Steering Group consideration and sign off.

## **Budget information**

The fee for the Writer/Coordinator role is €8,000.00, this amount is fully inclusive of fee and expenses.

A separate budget for design and publication costs will be managed by dlrc.

## **Insurance**

The Writer/Coordinator will be required to provide evidence of Public Liability insurance which indemnifies Dún Laoghaire-Rathdown County Council with a limit of indemnity of €6.5 million.

## **Freedom of Information**

The provisions of the Freedom of Information Act 2014 apply to Dún Laoghaire-Rathdown County Council. Applicants should state if any of the information supplied by them is confidential or sensitive and should not be disclosed in response to a request for information under the aforementioned Act.

Applicants should state why they consider the information to be confidential or commercially sensitive.

## **Garda Vetting**

Successful applicants will be Garda Vetted under the National Vetting Bureau (Children and Vulnerable Persons) Act 2013.

## **GDPR**

All information provided for this application will be held for a period of one year from the date of submission and will remain in the sole ownership of Dún Laoghaire-Rathdown County Council Community and Cultural Development Department.

Information supplied in the application will be used only for the purpose of the application itself.

You may withdraw your consent to Dún Laoghaire-Rathdown County Council Community and Cultural Development Department retaining the information at any point by sending an email to [community@dlrcoco.ie](mailto:community@dlrcoco.ie).

## **Child Protection**

In accordance with the national Child Protection Guidelines Children First, the selected candidate will be required to follow child protection procedures as specified by Dún Laoghaire-Rathdown County Council.

## **Application Requirements**

Please apply in writing and include **3** hard copies of each of the following:

- **Curriculum Vitae with relevant experience listed**
- **One A4 page statement outlining your interest in the post of Intergenerational Book Project Writer/Coordinator and relevance of this opportunity to your work to date**
- **Names and contact details of two referees**

Supplementary material may be submitted to support applications, however please note we will not be in a position to return supplementary material and that email applications will not be accepted.

Please also ensure that all submitted materials are clearly marked with applicant's name and forwarded to the following address:

***Administrative Officer***

***dlr Age Friendly Alliance Intergenerational Book Project***

***Community Section***

***Dún Laoghaire-Rathdown County Council***

***Marine Road***

***Dún Laoghaire***

***Co. Dublin***

## **Closing date for applications**

Closing date: 12 noon on Monday 28<sup>th</sup> January 2019

## **Interviews**

Applicants will be short-listed on the basis of their submissions and short-listed and interviews may be held during the week beginning 4<sup>th</sup> February 2019.

## **Summary of key dates**

- Friday 11 January 2019: Call for submissions.
- Monday 28 January 2019: Closing date/time for receipt of submissions at 12.00 noon.
- Week of 4 February 2019: Interviews for short-listed applicants.
- Project Writer/Coordinator begin by mid-February
- Draft by 25<sup>th</sup> April for circulation and presentation to sub group
- Final Draft of Book by 16<sup>th</sup> May for consideration for sign off by Steering Group and on for design and publication