

INFORMATION BOOKLET FOR CANDIDATES

EVENTS AND VISITS OFFICER POSITIONS AT THE EMBASSY OF IRELAND, LONDON

1. INTRODUCTION

The Embassy of Ireland, London invites applications for the following positions:

- Events and Visits Officer (2)

A new Events and Visits Unit is being established in Embassy London. The new Unit will be responsible for coordinating and overseeing all events held in the Embassy and externally, as well as managing the logistical aspects of incoming Ministerial and high level official visits.

The Unit will comprise three staff, an Events and Visits Manager and two Events and Visits Officers, all of whom will be locally recruited. Initially, a serving Embassy official will manage the Unit and oversee its set up. Once the Unit is fully operational, a recruitment competition will be held to fill the Events and Visits Manager position with a view to the successful applicant being in place by April 2020. This competition is to fill the two Events and Visits Officer positions.

The main functions of the Events and Visits Unit include:

Event management:

- Logistical aspects of all in-house Embassy events, including liaising with relevant lead Section(s); issuing invitations and monitoring guest lists; confirming catering and media requirements, operating the audio-visual system and liaising as required with the Ambassador's Office;
- Drawing up rosters for door duty (and cloakroom duty as required);
- Performing door duty functions (supplemented by other Embassy staff as necessary);
- Liaising with the Utilities Manager to ensure the event venue is correctly set up.

Visit management:

- Organisation of incoming Ministerial and senior official visits and liaising with the relevant lead Section on logistical aspects of the Ministerial/official programme, including transport, accommodation, catering;
- Meeting Ministers at airport and travelling with them to Embassy/external venue (on occasions where no relevant Embassy colleague is available).

2. THE ROLE

The appointee will be required to undertake the following duties:

- Planning and organisation of Embassy events, both in-house and externally;
- Planning and organisation of incoming visits by Ministers and senior officials;
- Liaising with relevant Embassy officials in respect of each event and visit - lead Section, Ambassador's Office, chef, press and communications team, drivers and administration;
- Performing reception/door duty at events;

- Operating the audio/visual system, including making podcasts of events when required;
- Maintaining and updating database of all Embassy contacts for invitation purposes;
- Maintaining reception/door duty roster for events;
- Other related duties.

3. ELIGIBILITY

Candidates must satisfy all criteria to be eligible to enter this competition.

Age

Applicants must, on or before 1 September 2019, be at least 18 years of age (i.e. born on or before 1 September 2001).

Right to work

The successful candidate must have a legal entitlement of live and work in-country prior to recruitment.

References

Candidates should be of good character and references will be required.

Security Clearance for Local Staff

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Requirements for the Post

In addition to satisfying the above eligibility requirements, candidates must be able to demonstrate the following key skills and attributes:

- Previous events management experience;
- Excellent organisation and time management skills;
- Excellent communication skills;
- Experience of contacts management;
- Excellent ICT skills, including previous experience of operating audio visual equipment;
- Good team player;
- Ability to meet tight deadlines and work on multiple tasks at one time.

4. SELECTION PROCESS

STAGE 1 – APPLICATION FORM

Stage 1 of the selection process will involve short listing candidates on the basis of completed application forms having regard to the criteria set out therein. Candidates will be ranked on the outcome of the short listing and may be called to Stage 2 in accordance with their ranking.

STAGE 2 - INTERVIEW

Stage 2 will involve a competitive interview drawing on examples given in the application form. Persons invited to Stage 2 of the selection process will be required to verify and in some cases provide documentary evidence confirming responses provided in the application form.

5. TERMS AND CONDITIONS

The successful candidates will be based at the Irish Embassy, 17 Grosvenor Place, London SW1X 7HR. The appointment will initially be on the basis of a one year (probationary) contract, with provision for termination on one week's notice in writing during this period if performance is considered to be unsatisfactory for any reason. Upon successful completion of the probationary period appointees will be offered a contract of indefinite duration.

This is a full time position. Appointees must be available to work 37.5 hours per week within a flexible pattern Monday to Friday between the hours of 8am and 8pm.

Salary:

Events and Visits Officer: £35,000 - £43,000

Candidates should note that the salary scale is set at a level which takes account of the need to work additional hours. The new appointee will start on the entry point of the salary scale.

6. CANDIDATES' OBLIGATIONS

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the recruitment process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions will be disqualified as a candidate; and where he/she has been appointed subsequent to the recruitment process in question, he/she shall forfeit that appointment.

7. CONFIDENTIALITY

Applications will be treated in strict confidence. All personal information received will be kept in line with GDPR guidelines.

8. GENERAL

Canvassing will disqualify

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Deeming of candidature to be withdrawn

Candidates who do not complete and submit the Application Form before the specified date or do not attend for interview where requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Expenses

Candidates will be responsible for any expenses incurred in connection with their candidature.

Referees

The referee may not be a relative.

9. APPLICATION PROCESS

Interested candidates should send three copies of their completed application form by post or delivered in person to: Embassy of Ireland, 17 Grosvenor Place, London SW1X 7HR, to arrive **before 4.30 pm on 14 November 2019.**

Application forms will be accepted in hard copy only. Envelopes should be clearly marked “**Events and Visits Officer Recruitment Competition**”. Applications received after the closing date will not be considered.

Any further correspondence will be via e-mail only. The e-mail address for this competition is jobenquirieslondon@dfa.ie. Application forms will not be accepted to this e-mail address.

It is expected that the successful candidates will begin work in early December 2019. Candidates must be available to attend if called for interview and to start work at short notice.

The Embassy of Ireland London is an equal opportunities employer.