



Role: Engagement Officer

Contract: 1 year fixed-term initially with a view to renew

Salary: €31,000- €35,000 per annum, commensurate with experience

Organisational Background

Established in 2005, the Irish Architecture Foundation (IAF) is an independent organisation dedicated to the promotion of architecture as culture. We encourage people to engage with their built environment, to inspire new ways of thinking about architecture. We have an established network and track record in delivering major projects, primarily aimed at developing audiences for architecture in Ireland, while also raising the profile of Irish architecture abroad. Our programme of exhibitions, talks, film screenings, symposia, competitions, publications, school and community workshops, is intended to generate dialogue as well as critically engage a diverse public.

Irish Architecture Foundation aims to inspire people to become thoughtful and engaged stewards of the built environment. We are a non-profit, publicly funded arts agency. We aim to enable the public to understand, enjoy and participate in architecture. The IAF has 4 strands of activity. 1) Curated Events 2) Learning 3) Open House Dublin and 4) Placemaking. The strands define activity and purpose. In reality and in practice, the strands are fluid; they intersect, merge and support each other. Placemaking is the IAF's Fourth Strand, and the Reimagine initiative, our most ambitious placemaking initiative to date, will be central to the delivery of this strand.

Job Description and Core Competencies

IAF is seeking to recruit a dynamic, experienced, and highly motivated professional to fulfil the full-time role of **Engagement Officer**.

The successful candidate will coordinate, deliver and develop our Placemaking programmes including Reimagine our new Reimagine website. Placemaking in the IAF has the primary aim of providing communities with a new outlook on their local neighbourhood and also a better understanding of the design process. It provides a sense of ownership, that their voices matter. This role is key to encompassing advocacy, connection and empowerment as within the IAF's Strategic Plan 2019-2023.

The 2021 Reimagine programme is funded by Creative Ireland.

The ideal candidate for this position will have demonstrable knowledge and experience of the key aspects of placemaking and project management, knowledge of, and interest in, architecture, art, design, and they will

have a good understanding of the arts, culture and not-for-profit sector. Based at the IAF's HQ 15 Bachelors Walk, Dublin 1, the contract is offered on a fixed-term basis, initially, with a six-month probation period.

Reporting to:	Executive Director
Key Internal Relationships:	Production and Office Manager Curator of Learning Communications Officer Development and Marketing Manager
Key External Relationships:	Creative Ireland Local Authorities Local Communities Placemaking networks Suppliers & Contractors (Designers, etc.)

Placemaking Objectives

- To encourage participation in the architectural and urban design process nationwide.
- To empower local communities to make change in their neighbourhood, towns and cities.
- To build on the IAF's track record of successfully engaging communities in participatory design projects that creates real change in the built environment.
- To be entrepreneurial and ensure that the Placemaking stand is sustainable, marketed and becomes a central provision for communities, profession, and public and private commissioners of the built environment.
- To embed effectively, sustainably and innovatively community engagement or community led design initiatives in the IAF, with in our current and future programme delivery.

Responsibilities and Duties

- To participate in the development of community engagement, with the Director within the overall strategic vision for the IAF.
- To participate in devising the content of the initiative with the Director and Curator of Learning and to deliver the content of the Reimagine programme for 2021
- Be opportunistic and seek new towns, new projects, new stakeholders and build networks.
- To be responsible for the coordination and administration of the Reimagine Fieldwork including coordination of meetings, events, facilitation, documentation and outputs for each project.
- To update and sure Reimagine website is up to date, active and delivering on its objectives and ensure the Placemaking section of the IAF website is up to date.
- To develop and enhance links with schools and community groups, education bodies and third level institutions for the Reimagine programme with the Education Curator.

- To foster positive partnerships with local authorities, all our stakeholders, architecture schools and architecture and arts organisations nationally and internationally, schools, private, corporate and government bodies and to develop opportunities where appropriate with the Director.
- Liaise with the Learning Curator on training sessions, workshops and pockets guides.
- To make presentation and pitches to various stakeholder groups.
- To work with the Marketing and Communications team to ensure that the Placemaking programme is marketed and reflected innovatively online and in wider press and social media.
- Liaise and manage PR consultants in relation to Placemaking and Reimagine.
- To create and follow a project management plan, and strategy to deliver all aspects of activity on time and on budget.
- To manage budgets and report and communicate to the Production & Office Manager on monthly updates.
- To provide reviews, metrics and reports to the Director and Board.
- To lead on funding applications, to public and private trusts, funding bodies, sponsors and individuals for Placemaking and Reimagine, including contributions to major IAF annual funding applications with the Director.
- To liaise with and report to the project funder, Creative Ireland.

Note: Weekend and evening work will be required on occasion and will be compensated for by time-off-in-lieu as per guidelines in the IAF staff handbook.

Essential skills, experience and qualities:

- Relevant experience, knowledge and passion in education and/or community programming within the architectural and cultural sector
- Impressive knowledge of architecture, placemaking, community-led design, socially engaged art forms
- Impressive knowledge and understanding of project management, deadlines, marketing and business planning.
- Ability to manage relationships and interact with people of all backgrounds, abilities and interests
- The experience and intellectual ability to create connections with architecture and beyond architecture and to promote the enjoyment and engagement with visual culture, architecture and design
- Excellent verbal, written communication skills, and ability to speak publically when called upon
- Excellent computer literacy
- Ability to work under pressure, and work flexibly and cooperatively as part of a small team
- A relevant third level degree

Desirable:

- A third level qualification in architecture and/or arts administration.
- A full, clean driver's licence

TO APPLY FOR THE ROLE

Please email a letter of application (max. 2 pages), outlining relevant skills and experience, together with your CV to production@architecturefoundation.ie with 'Reimagine Engagement Officer' in the subject line, **by 12pm noon, Tuesday 8th December 2020.**

Shortlisted candidates will be invited to interview week commencing 14th December. It is up to the candidate to make themselves available for interview as necessary.

Contract

Contract: 1 year fixed-term, initially.
Remuneration: €31,000-€35,000 per annum
Start date: January 2021
Probation: Six months
Hours: Usual office hours 42.5 hours Monday-Friday, including lunch
Location: 15 Bachelors Walk, Dublin 1.