

Waterford City and County Council Reader in Residence Programme

Introduction

Waterford Libraries seeks to procure the services for a **Reader in Residence**. Reading is at the heart of the Waterford Libraries Development Plan 2017-2022 and the new public library strategy, *Our Public Libraries 2022 – Inspiring, Connecting and Empowering Communities*. The reader will work with the library service to develop and programme literacy based events and activities to children of migrant, rural and inner city families in Waterford.

This residency is funded by Waterford City and County Council and the Department of Rural and Community Development Dormant Accounts Fund to provide support to marginalised, socially excluded and disadvantaged communities.

Scope of the Residency

The Reader in Residence will provide high quality literacy based events to key target groups – migrant and refugee children and rural and inner city children under 18 and the mothers of these children.

The Reader in Residence will also investigate and manage the establishment of the Fighting Words programme in Waterford Libraries. The Fighting Words programme offers free storytelling and creative writing workshops to school children with the support of adult volunteer mentors (see www.fightingwords.ie).

The Reader in Residence will work with the Right to Read coordinator, Children's and Schools librarians and other library staff to develop and deliver a programme of fun activities based around reading. The programme will showcase the positive benefits of reading for learning, creativity and wellbeing, with activities geared at different age groups and genres. The Reader in Residence will work mainly in six library branches across the City and County of Waterford (Central, Brown's Rd., Tramore, Dungarvan, Lismore and Cappoquin), with the potential to deliver programmes and events in partner venues as required.

The Reader in Residence will be required to participate in events geared towards children and families in Waterford Libraries.

The Reader in Residence will work with a large variety of reading materials and formats including books, literacy materials, digital technology, e-books and e-magazines.

The successful reader will be required to conduct an evaluation on completion of the project and present a report within an agreed timeframe.

Personal Specification

The Reader in Residence should have excellent interpersonal skills, experience of working with children and families, and have the ability to think creatively, together with a clear appreciation of the role books and reading play in the development of children in our society.

The reader should have an excellent knowledge of children's literature, recommending books and reader development.

The reader ideally will have experience of working with volunteers and diverse groups of people from different ethnicities and ages.

The successful reader must be able to demonstrate suitable skills and competencies and must provide evidence of relevant work.

Terms and Conditions of Contract

The reader will commence in early October 2019 and will complete in March 2019 (approx. 6 months) and will be paid on receipt of invoices as agreed; hours to be flexible and to include travel within library locations, preparation and contact hours.

The total allocation is €9,000 (excl. VAT) for the contract inclusive of all travel and expenses over three stage payments: a third payable on commencement, a third payable half-way through, and a third payable on completion.

The successful reader must have their own public liability insurance which indemnifies Waterford City and County Council (WCCC).

The Reader in Residence will be available to provide the outreach events as scheduled. The programme may be delivered throughout the week, in the evenings and at weekends. It will run throughout the network of six libraries spanning from the City/ East Waterford (Central, Brown's Rd., Tramore) to West Waterford (Cappoquin, Dungarvan, Lismore) and other library venues if required.

The Reader in Residence will be considered as self-employed for the purposes of the contract and will not be an employee of WCCC. He/she will be a self-employed person for tax purposes in Ireland and he/she will be solely responsible for all income tax, PRSI and other such payments due in respect of the remuneration paid. The resident will be required to provide his/her own transport.

WCCC reserves the right to terminate the contract for services, if the resident is unable to perform the work for which he/she is contracted, as a result of incapacity, incompetence or misconduct. Should the resident decide to terminate the contract, the resident will be required to honour the commitment of events scheduled for a period of not less than one month. Nothing in this agreement will prevent the giving of a lesser period of notice by either party where it is mutually agreed.

The resident must agree to abide by the policy term and conditions of the **Child Protection Policy of Waterford City and County Council**.

Garda vetting will be required once contract is agreed with the successful resident.

Selection Process

Responses will be shortlisted based on CVs and a written proposal.

Please send CVs accompanied by a written proposal which outlines approaches to the residency taking the following points into consideration (500 words maximum):

- A creative and innovative approach to the delivery of the Reader in Residency programme.
- Knowledge of the benefits of reading and a developed expertise in the area of children's literature, literacy and reader development.
- Previous relevant work experience with children, families and volunteers which involved facilitation and engagement at workshops and other events with a variety of groups.
- Communication and interpersonal skills with a demonstrated desire to engage with children and families in workshops with the goal of encouraging reading for pleasure.

It is expected that meetings with shortlisted candidates will be held during the week of 23rd September 2019.

Scoring

Criteria	Marks
Creative and innovative approach to the delivery of the Reader in Residence programme.	200
Knowledge of children's literature, literacy and reader development.	200
Previous relevant work experience with children, families and volunteers; facilitation and engagement at workshops and other events with a variety of groups.	400
Communication and interpersonal skills.	200
Total Marks	1000

Deadline for Queries: Tuesday 10th September 2019 at 1pm. All queries to be emailed to Debbie Johnston djohnston@waterfordcouncil.ie .

Deadline for Responses: Please ensure that all responses are clearly labelled and returned to the tender box by **3pm on Monday 16th September 2019.**

Tender: WCCC19/407/ Libraries
Tenderbox
Waterford City and County Council
Customer Services Centre
Bailey's New Street
Waterford City
X91 XH42

Late submissions cannot be considered.

Data Protection

Waterford City and County Council are committed to ensure the protection of personal information and to meeting its obligations under the Data Protection Act, 2018 and the General Data Protection Regulation.

In order to evaluate submissions the contact details and qualifications of tenderers are required and the details of the successful applicant will be required in order to successfully fulfil this contract. This information will be retained in order to meet the audit and reporting obligations of Waterford City and County Council. This project is funded under the Dormant Accounts Fund and information may be shared with the Local Government Auditor and with the auditors of the Department of Rural and Community Development in order to comply with the audit requirements of this funding.