

## **INVITATION TO TENDER**

### **Contract for tender for the position of Ceramics Skills & Design Course Co-ordinator, Design & Crafts Council Ireland (DCCI)**

The Design & Crafts Council Ireland's renowned Ceramics Skills and Design Course is a two-year intensive skills-based programme. Now in its 29<sup>th</sup> year, this extremely successful course has established an excellent reputation in the industry both nationally and internationally. This course is accredited through National University of Ireland, Maynooth.

The programme is delivered at the Design & Crafts Council Ireland's Ceramics Centre of Excellence at Island Mill in Thomastown, Co. Kilkenny. The ceramics course specialises in production skills, clay and glaze technology, kiln theory and operation, surface treatments, drawing and design, the history of ceramics and contemporary practice.

#### **Objective of Invitation to Tender**

DCCI is inviting applications for the position of **Ceramics Skills & Design Course Co-ordinator** to deliver DCCI's Ceramics Skills & Design Course. This contract is for an initial period of 6 months, from **Monday 27 January – Friday 31 July, 2020** with the potential to extend, subject to review.

The Course Co-ordinator will oversee the final term of the current two-year programme, with 12 students due to complete the course in July 2020.

The role will include:

- Teaching on the programme.
- Co-ordinating external tutors and the technician.
- Co-ordinating on-going and final assessments for Level 7 accreditation through Maynooth University.
- Overseeing the Ceramics Skills & Design Course exhibition of graduating students work at the National Design & Craft Gallery in July 2020.

#### **Course Background**

- DCCI's Ceramics Skills & Design programme is designed to equip learners with a high level of skills and knowledge in clay and glaze technology, kiln theory and operation, surface treatments, drawing and design and the history of ceramics and contemporary practice.
- The course will be co-ordinated and delivered daily to a cohort of 12 adult learners studying on-site in an equipped premise in Thomastown, Co. Kilkenny.
- Learners who complete the full two-year DCCI Centre of Excellence programme will receive a Level 7 (National Framework of Qualifications Ireland) award accredited by Maynooth University through two years of on-going assessment.

### **Contract Requirements and Role Specification**

- To co-ordinate the training elements for the remainder of the current two-year course.
- To train students in the skills needed for the ceramics industry.
- To provide specialist skills that will maximise course participants' employment potential.
- To plan, prepare and co-ordinate ongoing and final learner assessment and appraisal in line with accredited course submission through Maynooth University.
- To co-ordinate the panel of visiting part-time tutors/lecturers.
- To provide the contracted training service 5 days per week (7.5 hours a day), with due skill, care and diligence and in accordance with all applicable laws, statutes, regulations, orders and codes of practice for the time being in force.
- Responsibility for any Health and Safety issues on the course, which impacts on the learners, training staff and/or DCCI and the co-host organisation Kilkenny Carlow ETB.
- To supervise the use and manage the repairs and maintenance of DCCI equipment and facilities.
- To identify materials needed by learners for purchase as per DCCI's procurement policy.
- To plan and work within the budget allocations for the course.

### **Duration of Contract**

Applications are invited for an initial 6-month period to close out the current DCCI's Ceramics Skills & Design Course from Monday 27 January to Friday 31 July 2020, with the potential to extend the duration of the contract, subject to review.

### **Qualifications, Knowledge & Experience**

- Level 8 qualification (National Qualifications Framework Ireland) or equivalent in art, craft, design education and/or a skilled practitioner with a strong background and experience in production pottery enterprise and business skills.
- Proven track record in teaching/training in ceramics or related subject area, including budget management.
- Knowledge of and a strong interest in the craft and design sector.

### **Skills & Competencies**

- Experience running a professional craft business in ceramics.
- Experience of developing a ceramics studio and ideally working within the environment of a further education/adult education type educational establishment.
- Knowledge of specific maintenance of ceramics studio environment, including kiln building, electric gas wood fire kilns, glaze technology and throwing of production pots.
- Strong personal communication and presentation skills, both written and verbal.

### **Tenders must include the following**

- An up to date CV detailing relevant qualifications and experience.
- Two references - one relating to ceramics work and one educational work.
- A breakdown of the overall fee for the contract including annual rate and VAT details if applicable.
- The fee should cover all delivery costs along with contractors' administration expenses as applicable that includes: energy costs, telephone expenses and daily subsistence costs.

### **Selection Criteria**

The successful tenderer will be required to provide current Tax Clearance Certificate details and all appropriate insurances. Tenders must be able to demonstrate prior relevant experience in the ceramics field.

Tenders will be evaluated on the following criteria:

	Criteria	Weighting
1.	Understanding and interpretation of the contract. Overall suitability to fulfill stated requirements	40
2.	Relevant prior experience detailing key expertise.	30
3.	Price	30
		100

**Tender responses** should address each of the award criteria as well as the contract specifications comprehensively.

#### General Conditions

- The lowest cost proposal received is not a guarantee of award of contract.
- Suitability and previous experience will be a critical consideration.
- It will be a condition of appointment that the proposer appointed is able to produce a valid Tax Clearance Certificate and Professional Indemnity Insurance for inspection.
- Payment for services covered by the proposed contract will be by invoice to DCCI and will be based on agreed deliverables.
- All costs must be quoted in Euro, exclusive of VAT. The total estimated costs should be clearly stated and must be a single fixed figure quotation.

#### Submission of tenders

Deadline for receipt of applications is **5pm Friday, 10 January 2020**.

Applications can be sent by email to: [recruitment@dccci.ie](mailto:recruitment@dccci.ie) (please title the email: Ceramics Skills & Design Course Co-ordinator) and/or via the e-tenders portal.

Any questions and/or queries in relation to this role should be via email to [recruitment@dccci.ie](mailto:recruitment@dccci.ie) by 06 January, 2020 at 12pm

#### 11. CONTRACT TERMS

Payment terms are 30 days from receipt of invoice.

Contract is issued subject to the availability of funding on an annual basis.

**About DCCI:** The Design & Crafts Council Ireland (DCCI) is the representative voice and main champion of the design and craft industry in Ireland, representing all disciplines of craft practitioners and product related designers. Its objectives are to foster the growth and commercial strength of the design and craft sector, communicate its unique identity and stimulate quality, design, innovation and competitiveness. It is funded by the Department of Business, Enterprise & Innovation through Enterprise Ireland. Further information on DCCI is available at [www.dccci.ie](http://www.dccci.ie)