

# Skills Summary Project

## Invitation to tender

### Content creation for Skills Summary

The National Youth Council of Ireland (NYCI) is seeking a person to work on content creation for marketing and promotion of Skills Summary and user support, 8 h per week from June 2022 until the end of September 2022.

### Issued by:

National Youth Council of Ireland, 3 Montague Street, Dublin 2, D02 V327

### Deadline for tender submission:

19<sup>th</sup> May 2022, 12.00pm

Applications should be submitted **by email** to Mateja Jaksic, Skills Summary Project Co-ordinator: [mateja@nyci.ie](mailto:mateja@nyci.ie)

### Application process:

Interested candidates should apply by submitting the full version of Skills Summary PDF to [mateja@nyci.ie](mailto:mateja@nyci.ie).

**Shortlisted candidates will be invited to interviews** expected to be held on the week beginning 23<sup>rd</sup> May.

### Time Scale:

Successful applicants will commence on the 1<sup>st</sup> of June 2022. All deliverables must be completed by 30<sup>th</sup> September 2022.

### Remuneration:

Total remuneration will be €20 per hour, with a maximum total of €2,000 inclusive of VAT, over the 12-week period. The contractor will invoice NYCI on a monthly basis. Contractor must be tax compliant and look after their own tax responsibilities.

### Commitment to confidentiality

The successful candidate must treat the data with confidentiality.

### Ownership of the information

Ownership of data will reside with the National Youth Council of Ireland.

### Tender Process

NYCI reserves the right not to award the tender to any of the applications received.

## **NYCI Skills Summary Project: Content creation for Skills Summary.**

### **1. ABOUT NYCI**

The National Youth Council of Ireland (NYCI) is the representative body for voluntary youth work organisations in Ireland. It represents and supports their interests and uses its collective experience to act on issues that impact on young people. Registered Charity No. CHY 6823. Company No. 588214. [www.youth.ie](http://www.youth.ie)

### **2. ABOUT THE SKILLS SUMMARY PROJECT**

Skills Summary is an easy to use online tool that measures the skills young people gain by participating in youth work and volunteering opportunities, building their confidence, so that they can better communicate the value of these essential skills to future employers. Skills Summary is both a process and a product. As a process it aims to support young people's learning, with a particular focus on those who may find traditional academic learning challenging, by helping them to map the learning acquired through their participation in youth work and other non-formal settings to a set of competences. As a product, Skills Summary will support young people to articulate the competencies they have acquired both for themselves and potential employers.

Skills Summary is a partnership project between the National Youth Council of Ireland, SpunOut.ie and Accenture. It is funded by the Department of Children, Equality, Disability, Integration and Youth and recognised as a measurement tool in the Youth Employability Initiative.

The Skills Summary Project is now looking for a person to work with the Project Co-ordinator support with the content creation and website maintenance between June and September, 8 hours per week carried out remotely and flexibly.

### **3. ROLE AND PURPOSE**

Content creation (marketing and promotion) and maintenance for the Skills Summary website. The role will be carried out remotely, 8 hours per week, flexible.

**Key Outputs:** Support with content creation and maintenance in relation to the Skills Summary project:

- a. Newsletters to two different user groups of Skills Summary: research and compilation of relevant content for each user group and writing the newsletter
- a. Website content for Skills Summary: updating the dashboards with relevant content for two different user groups
- a. Skills Summary resources: compilation of relevant materials to support users, e.g. via online leaflets or videos etc.
- a. Other support as required

### **4. REMUNERATION**

Total remuneration will be €20 per hour, with a maximum total of €2,000 inclusive of VAT, over the 12-week period. The contractor will invoice NYCI on a monthly basis. Contractor must be tax compliant and look after their own tax responsibilities.

### **5. TENDER SUBMISSION AND SELECTION CRITERIA**

Application process: Submitting the full version of Skills Summary PDF by email to [mateja@nyci.ie](mailto:mateja@nyci.ie) (if you don't have a personal account already, you can sign up and create your profile on <https://www.skillssummary.ie/register/personal/>).

We're looking for a self-starter with initiative and drive, energy and enthusiasm, an ability to work independently, to think creatively and identify opportunities.

**Shortlisting for the interviews:** Based on the skill levels and relevant examples provided for the following skills important for the role:

Essential:

- **IT skills** (*Someone with good IT skills: uses the right technology for a certain task; uses tech that others might not know about; can often fix technical solutions; is up to speed on new tech trends*)
- **Communication skills** (*A good communicator: listens and adapts to others' needs; takes on board what they are saying; overcomes communication obstacles; speaks confidently without being aggressive*)
- **Organisation skills** (*Having good organisational skills involves: managing time, resources and activities well; keeping files tidy and labelled folders; allowing for flexibility in case of setbacks; sticking to deadlines*)

Desirable:

- **Entrepreneurship** (*A good entrepreneur: is creative and thinks outside the box; takes risks even when success isn't guaranteed; has an open mind to untested ideas; looks at problems in new ways*)
- **Ethics and integrity** (*Someone with ethics & integrity: always tries to be honest and responsible; works within professional and legal guidelines; doesn't take shortcuts; has respect for others*)

**References:** Two verifiable references should be provided in the form of Endorsements of any of the relevant skills on the Skills Summary PDF

## 6. CONTACT

Skills Summary Project Co-ordinator, Mateja Jaksic: email [mateja@nyci.ie](mailto:mateja@nyci.ie) or phone: 086 078 8671