

**Gaisce – The President’s Award**

**Request for tender for Senior Communications Expert (Independent consultant contract)**

Gaisce – The President’s Award is seeking to engage a Senior Communications Expert as an independent consultant to manage the implementation of key events and initiatives for Gaisce’s 40th anniversary celebrations in 2025, and to support the Gaisce staff in their communication needs across the organisation.

**About Gaisce – The President’s Award**

Gaisce – The President’s Award is Ireland’s national youth award and is a personal-development programme for young people aged 14-25. It is a direct challenge from the President of Ireland, Michael D. Higgins, to all young people to dream big and realise their potential.

Our mission is to provide a positive youth development programme that encourages and guides young people so that their innate talents and abilities, sense of citizenship and social agency can be fully realised.

The Gaisce Award programme has three Award Levels, starting with Bronze and progressing to Silver and Gold.  For each award, participants must undertake Challenge Area activities in Personal Skill, Community Involvement and Physical Recreation, along with an Adventure Journey.

To date, more than 480,000 young people have registered for Gaisce and over 250,000 young people have achieved a Gaisce Award.

Gaisce – The President’s Award was established in 1985 to mark the UN’s International Year of Youth and was launched in Áras an Uachtaráin by President, Dr. Patrick J. Hillery, Gaisce’s founding patron.

In 2005, prompted by the Good Friday Agreement’s commitments, young individuals in Northern Ireland gained access to the Gaisce Award through the Joint Award Initiative (JAI), a partnership between Gaisce, Duke of Edinburgh Award and Duke of Edinburgh International Award.

Gaisce Awards are recognised as valuable non-formal education certification in more than 130 countries through our partnership with The Duke of Edinburgh’s International Award.

Central to the success and design of the Gaisce programme are the President’s Award Leaders (PALs) who deliver, guide and support the many thousands of young people undertaking their Gaisce journey each year.

**Purpose**

Gaisce – The President’s Award is seeking a creative thinking, resourceful communications expert to manage and deliver key events and initiatives for Gaisce’s 40th anniversary celebrations in 2025 and support the Head of Communications and Engagement on general organisational communications requirements during this period.

The successful candidate should possess senior level experience in communications and profile building events / activities and share a commitment to our mission of providing a positive youth development programme that encourages and guides young people so that their innate talents and abilities, sense of citizenship and social agency can be fully realised.

This role will include co-ordinating a national 40th anniversary profile-building and fundraising challenge; and organising a number of conferences and events.

This role is suitable for a freelancer with communications, events or public relations experience who can clearly outline how they will deliver on this tender, and who will work closely with and report to the Head of Communications and Engagement.

**Overall Task**

To organise and co-ordinate the implementation of key events and communications initiatives for Gaisce’s 40th anniversary celebrations in 2025.

These will include:

* National profile-building anniversary challenge, that includes an event related fundraising mechanism;
* National conference for President’s Award Leaders (PALs);
* Generation Change conference, with a theme centred around highlighting opportunities for young people with Gaisce Awards post-custody;
* Support of generation communications actions during the 40th Anniversary.

Key responsibilities will include:

* Project coordination and timely delivery;
* Developing and managing relationships with stakeholders;
* Identifying, recruiting and managing Gaisce influencers / supporters
* Developing presentations for internal and external purposes;
* Developing / co-ordinating range of communications materials including visuals, video pieces, written materials etc.;
* Co-ordinating and managing project timelines and assigned budget;
* Participating in regular planning meetings, project planning meetings and overall team meetings in Gaisce as required.

**Duration**

The successful candidate will be required for 2-3 days per week, starting in early February 2025 and ending in early December 2025.

This role is Dublin based, with the individual expected to be within commutable distance from the Gaisce offices at Ratra House in the Phoenix Park in Dublin. This is to ensure open and active collaboration and lines of communication with the Gaisce team.

A weekly schedule that suits both Gaisce and the individual can be agreed; however the role will require some flexibility, which will include working the contracted hours across different days of the week as required, depending on the organisation/project needs.

**Budget**

The budget for this work is €20,000 - €25,000.

The fee proposed should include the time requirements as outlined and should include all costs related to travel to and from the Gaisce office.

The fee should include a specific daily and/or hourly rate. It should be stated whether fee quoted is exclusive or inclusive of VAT.

The independent contractor shall have responsibility for:

1. Using own computer equipment during course of contract
2. Own health and safety during course of contract
3. Expenses incurred during course of contract
4. All paperwork associated with the provision of the services herein
5. Garda vetting will be required as role will involve engagement with young people
6. Such other tasks as the organisation may reasonably direct from time to time.

**Evaulation Criteria**

|  |  |
| --- | --- |
| **Criteria** | **% Weight** |
| Relevant experience | 40 |
| Suitability for role  | 25 |
| Proposed budget / value for money | 35 |
| **Total** | **100** |

**How to Apply**

Please submit your resume highlighting relevant experience, at least two referees for similar work, and a brief cover letter (one page maximum) setting out your motivation and relevant experience and how you will approach the contract. This proposal should include the proposed all-inclusive fee. The winning tender will be required to sign a contract of agreement.

Please send your application to Sarah Gallagher at sarah@gaisce.ie no later than 12pm on Wednesday 8th January 2025.

Gaisce reserves the right to follow up with any queries to proposals submitted.

If you have any queries on this tender, please email them to sarah@gaisce.ie before Wednesday 18th December 2024 at 3.00pm.