

LIVERPOOL IRISH FESTIVAL

FESTIVAL COORDINATOR WANTED

PRINCIPLES

Following a recent funding success, the *Liverpool Irish Festival* has a short window to recruit a Festival Coordinator, supporting Festival delivery in 2023. This is an exciting time for us, as we approach #LIF2023 (theme: anniversary). We're especially pleased to be able to expand our team, which we hope to do with a dynamic, friendly and energised individual.

The primary purpose of the role is to support the Artistic Director and CEO with day-to-day functions, particularly during intense periods of work (e.g., #LIF2023 19-29 Oct 2023). Headline duties candidates will be expected to be able to deliver, include

- Front-of-house delivery
- Volunteer management
- Artist and venue liaison
- Adding digital content to social media channels
- Minute taking and preparation.

We'd expect the successful candidate to be able to hit the ground running with these areas of work, once access permissions are granted or introductions have been made. More details are in the job description.

We're very keen to further diversify our team. We welcome and encourage applications from all protected character groups.

PAY

The total amount available for this role is £15,725, which can be paid as PAYE or via a freelance contract. It was initially designed to be a 75-day contract, running Sept-Dec. However, there is flexibility in making this a longer-term PT contract, depending on the role holder. The funding allocated has to be spent by July 2024. The total breakdowns for PAYE and freelance amounts look like this:

PAYE		Self employment	
Salary Calculation		Salary Calculation	
Festival outgoing		Festival outgoing	
Salary Summary	Yearly	Salary Summary	Yearly
Gross Salary	£13,194	Gross Salary	£15,725
Tax Free Salary (£12,570)	£12,570	Tax Free Salary (£12,570)	£12,570
Taxable Salary above free portion	£624	Taxable Salary above free portion	£3,155
Basic Band tax - 20% (£12,571-£50,270)		Basic Band tax - 20% (£12,571-£50,270)	
Higher Band tax - 40% (£50,271-£125,140)	£125	Higher Band tax - 40% (£50,271-£125,140)	£631
National Insurance contribution	£75	National Insurance Contribution	£284
Employers NI	£565	Employers NI	£0
5% workplace pension	£660	5% workplace pension	
Total Salary Deductions	£859	Total Salary Deductions	£915
Gross salary less tax and NICs (take home)	£12,335	Gross salary less tax and NICs (take home)	£14,810
3% of day rate to pensions	1966.22	3% of day rate to pensions	
Total liability to employer	£15,725	Total liability to employer	£15,725

Across a 75-day contract, the day rates are £175.92 (PAYE, £164.46 after deductions) and £209.67 (freelance, £197.47 after deductions, if this was your only income).

PROCESS

Due to the funding announcement date and our Festival dates, turn around for this recruitment is tighter than usual. We'd ask candidates to consider the timeline carefully and only apply if they can meet these requirements. Applicants who can't quite fit this schedule, but can provide close alternatives for interview or start dates must make this clear in their application.

Application deadline: 9am, Mon 4 Sept 2023. Applications received after this cannot be considered.

Application consideration and candidate invites: Wed 6 Sept 2023. Successful candidates will be contacted on this day and invited to interview on Fri 8 Sept 2023.

Interview date: We'll hold a maximum of 4 interviews on Fri 8 Sept 2023, at 9.30am, 11.30am, 1.30pm and 3.30pm. An applicant who cannot make any of these times, or this date, should make this clear in their application and provide an alternative when they might be able to interview/start.

Start date: We hope the candidate will be able to start as soon as possible, but expect a start no later than 2 Oct 2023, if at all possible. Candidates are asked to consider this request before applying. If it's likely to be problematic (within a few days), we'd ask you to state this in your application, along with your nearest start date, so we can consider the impact on the Festival programme.