

Fèisean nan Gàidheal

Guidelines for the operation of Fèisean nan Gàidheal's Annualised Hours Scheme

The following guidelines are included to help Fèisean and the appointed Fèis administrator operate the Annualised Hours Scheme

Prior to appointment

- 1 Draw up a job description and specification for the prospective Fèis administrator. This description should be a realistic target for the number of hours offered, and clearly state to whom the Fèis administrator is responsible (line manager) within the Fèis committee.
- 2 Fèisean should check their constitution if offering the post to an existing committee member as it is unusual for committee members of voluntary bodies to be allowed to receive remuneration other than expenses. Depending on what your constitution says, it may mean that if a person who is currently serving on a Fèis committee is being offered employment by that committee, s/he may have to stand down from the committee in order to take up the post offered.
- 3 Apply to Fèisean nan Gàidheal (FnG) for "annualised hours", following all procedures as required.
- 4 On a decision being made as to whom the post should be offered, the applicant should be informed and a starting date agreed. The name of the successful candidate should then be passed to FnG, along with contact details. The other interviewed candidates should also be informed that they have been unsuccessful in this instance.

Post appointment

- 5 Remuneration, contracted hours, Fèis attendance, training requirements, FnG AGM attendance etc, should all be set out in contract form and agreed with the Fèis administrator in advance of their taking up the position. A sample contract is set out in **Appendix 1**, and an electronic version is downloadable from Fèisean nan Gàidheal's website at <http://www.feisean.org/adult/english/downloads.htm> which may be adapted to suit individual requirements. We can also e-mail you a copy on request.
- 6 Once the contract is agreed, FnG can release the first instalment of any agreed grant for the Fèis administrator.

Training

- 7 As stated under the terms of the contract, and under the terms of Fèisean nan Gàidheal's grant scheme, Fèis administrators may be required to attend training sessions according to need. The cost of attending these sessions will be reimbursed. We may also be able to offer one-to-one training identified by individual Fèis administrators. This should be discussed with Iona MacDonald at FnG on 01478 614001, or iona@feisean.org.

Fèisean nan Gàidheal Requirements

- 8 FnG would expect that the Fèis administrator would reply to queries, update computer virus software, check e-mails and deal with same in a timely manner, and be the main point of contact with the Fèis on a day-to-day basis. All administrators should be familiar with computer contract guidelines if using a Fèisean nan Gàidheal computer, refer to **Appendix 2**. All records of personal information (eg Fèis participants, committee members, tutors, etc) should be kept in accordance with Data Protection Guidelines, and are covered under Fèisean nan Gàidheal's registration with the Information Commissioner, unless separate registration is applied for, and granted.

Managing the person employed

- 9 A suitable person within the committee should be appointed as line manager to the Fèis administrator. This person should be available to give guidance where required, and to ensure the welfare and progress of the Fèis administrator. The Fèis chair or secretary may be the most suitable person for this task. Regular meetings with the Fèis administrator should be held to ensure progress.
- 10 During the contract, the committee should ensure that the original terms of the job description are adhered to, or that these are altered in consultation with the Fèis administrator and their designated line manager.

Self-management

- 11 The Fèis administrator should keep a log of their hours, detailing work carried out, training received, etc, which may be inspected by any member of the local Fèis committee on application. Similarly, the financial records of the Fèis may be inspected by any member of the local Fèis committee on application.
- 12 The Fèis administrator, being self-employed on a contract basis, is responsible for ensuring that all income tax and national insurance due in connection with the employment is paid and recorded for their own purposes. Private pension plans are the responsibility of the Fèis administrator.

Appendix 1
Fèisean nan Gàidheal
Sample Contract

CONTRACT

between

Fèis (Fèis name), (address)

(hereinafter referred to as 'the Fèis')

and

(Name), (Address)

(hereinafter referred to as 'name as per contract')

**whereby the following terms and conditions regulate the relationship between
(Name as per contract) and Fèisean nan Gàidheal**

1 General

(name) is hereby contracted as Fèis Administrator, and will carry out duties within (number of hours) hours over (number of weeks) weeks. S/he will be subject to the rules, notices and instructions which may be issued from time to time in regard to this contract.

(name) will be responsible to the committee of the Fèis.

This contract is offered on a self-employed basis.

2 The obligations of (name) shall include:

(enter other, or delete, as many tasks as appropriate - be realistic!)

- General day-to-day running of the Fèis office
- The administration of our Musical Instrument Bank, including the issuing of contracts invoices and reminders, and assisting with delivery arrangements
- Answering telephone queries
- Liaising with Fèis committee, and providing administrative back-up
- Organising the Fèis database and filing systems and keeping them regularly updated
- Keeping financial records on behalf of the Fèis
- Assisting in the implementation of the Fèis Development Plan
- Assisting with regular mailings to Fèis contacts
- Assisting with routine correspondence
- Organising accommodation and venues for the Fèis
- Booking Fèis tutors
- Dealing with routine enquiries
- Distributing Press Releases
- Any other reasonable duties in connection with the work of the Fèis
- Assisting with the organisation of the annual Fèis , including, if required, the booking of tutors, venues, accommodation, time tabling events, fund-raising and ensuring that all conditions of Fèisean nan Gàidheal grants are met
- Implementing the Fèis Gaelic Development Plan
- Investigating sources of funding and attracting funding to the Fèisean, particularly from within the local area, and from the business/private sector
- Organising follow-on activities to reinforce the skills taught at the annual Fèisean
- Attending Fèisean nan Gàidheal, and other, training seminars

3 Period of Contract

This contract shall take effect from (enter start date) and shall terminate on (enter finish date).

4 Payment

4.1 The amount payable shall be £(enter hourly amount) per hour. Payment will be made by cheque on receipt of invoices at mutually agreed times.

4.2 All expenses incurred by (enter name) in the carrying out of his/her duties will be reimbursed, providing they are authorised by the Fèis, and a completed expenses claim form has been submitted.

5 Termination of contract

5.1 If this contract is to be terminated, other than for misconduct, a minimum period of notice of two weeks will be given.

5.2 If (enter name) wishes to terminate this contract, s/he may do so by giving two week’s notice to the Fèis.

6 Confidentiality

All matters of business whether of the Fèis, or its clients, are to be treated by (enter name) as confidential, and shall not be disclosed or discussed with any person other than as authorised by the Fèis. Disclosure of information resulting in breach of confidentiality or otherwise, as considered by the Fèis, could result in termination of this contract without written notice.

7 Agreement

The above terms and conditions are signed below by (enter name of committee member), (enter position) of Fèis (enter Fèis name) on (enter date contract signed).

I confirm that this document constitutes a formal offer of contract on behalf of Fèis (enter Fèis name)

.....
(enter name of Fèis signatory given above)

I confirm my acceptance of the terms and conditions detailed above

.....
(enter name of person being employed)

Appendix 2
Fèisean nan Gàidheal
Computer Contract Guidelines

- 1 The equipment is supplied for the purposes of maintaining communication throughout the Fèis movement, and to enable administrative tasks to be carried out on behalf of the user's Fèis. It has been purchased with funding from the Scottish Arts Council Lottery Fund and Highlands & Islands Enterprise.
- 2 The equipment will remain the property of the company at all times, and its use will be subject to any instructions and software updates, which may from time to time be issued by the company.
- 3 The company will insure the equipment while in transit.
- 4 The user must insure the equipment while at the user's address, and hereby indemnifies the company against any damage or loss occurring while at the user's address. The company may require confirmation from time to time that the equipment continues to be insured by the user.
- 5 The equipment must be kept in good condition by the user.
- 6 This equipment must not be passed on to any other user without prior approval from the company.
- 7 The company reserves the right to reclaim the equipment at any time.
- 8 The company must be allowed access to the equipment as required, by giving not less than 48 hours prior notice to the user.
- 9 The equipment is supplied with all software necessary to carry out Fèis work. Any user wishing to make hardware or software modifications/upgrades may only do so with the prior permission of the company. If permission is granted, it will be the sole responsibility of the user to ensure that any upgrades carried out are virus free.
- 10 The user must work in accordance with the Health and Safety at Work Act 1974, and will have general responsibility for ensuring that they:
 - make themselves familiar with, and conform to, the health and safety policy at all times;
 - observe all safety rules and operate safe systems of work;
 - conform to all instructions given by the company, and others with a responsibility for health and safety;
 - report all hazards, unsafe working practices or breaches of the safety policy to the Company;
 - report all accidents or incidents, whether persons are injured or not, to the company.
- 11 The user must work in accordance of the Health and Safety (display screen equipment) regulations Act 1992.
- 12 All data kept on the computer system must be kept in accordance with the Data Protection Act 1998.
- 13 The user is supplied with a 'feisean.org' e-mail address, through which most communication from the company will be sent. The user must, therefore, check for e-mail on a regular basis, and at least once a week, and where appropriate, respond within a reasonable time.
- 14 The user must undertake a full virus scan on a monthly basis. All new files should be virus scanned prior to their first use. The equipment is supplied with virus scanning software and, therefore, the company will not be liable for any damage caused by viruses.
- 15 The equipment is supplied with a surge protector which covers electrical and telephone sockets. The equipment must remain connected through this device at all times, and the company will, therefore, not be liable for any damage caused by electrical faults or lightning strikes.
- 16 The company must be notified immediately if any damage occurs to any of the equipment covered by this agreement.
- 17 The guidelines provided with the equipment are advisory only, and should be treated as such. Therefore the company will not be held responsible for any claims resulting from the use of the guidelines.