



Project Co-Ordination Services – We ARE HERE

(Independent Contractor)

Project Title: “We Are Here”

Key themes: (Arts, Culture, Disability, Touring, Installation, Coordination, Delivery)

Deadline for receipt of QUOTATION: [August 16th, 2026,14:00]

Location: Cork City, Cork, Ireland

Contracting Organisation - Horizons

Who We Are

Horizons - Cope Foundation in Cork Communities is one of the top 150 Employers in Ireland.

Our organisation is deeply embedded in communities and we are one of the largest not-for-profit organisations in Munster.

Mission

Horizons supports people with an intellectual disability and additional needs such as autism or physical and medical conditions.

We empower people to live a life of their choosing, connected and participating in their communities. The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) guides our services and we play an important role in the future direction of the sector.

We are committed to inclusion and social change.

We work to make Cork a more inclusive and diverse place to live, work and learn. The ongoing mission of the organisation is to provide a range of rights-based, person-centered, community-based, self-directed services and supports to enable people to live a life of their choosing. We comply with the standards outlined in The Charities Governance Code, which is developed and monitored by the Charities Regulator. [Values](#)
All of our work is aligned with four organisational values:

- **Person-centred**
- **Honest**
- **Kind**
- **Creative**

[How we work](#)

At Horizons we deliver vital services and supports to over 3,500 children and adults.

Every individual has different needs and goals in their lives. We support people who live in residential settings, people who attend day centres, community hubs and training centres. We support children through our disability network teams. We support people to live independently and gain employment opportunities. We provide support such as speech and language therapy; art and creative arts therapy; physiotherapy; occupational therapy; psychology; physical activity and sports; and dietetics.

Our team is made up of 1600 staff who work across our ever-expanding network of over 120 locations across Cork city and county. We have a globally recognised arts initiative – Suisha Inclusive Arts.

Project Management - Suisha Inclusive Arts

Horizons' Suisha Inclusive Arts (Suisha) is a multidisciplinary arts programme supporting artists, audiences, and organizations in Cork and throughout Europe to participate in cultural life through co-creation, participatory process, and accessible practice. Suisha primarily works with artists who are neurodivergent and/or intellectually disabled in a range of settings locally, nationally and internationally.

Project Coordination Services – (We Are Here) – Independent Contractor

Contract Details

Contract Type: Contract for Services (Independent Contractor)

Contract Period: Approximately 24 August 2026 to 18 December 2026

Estimated Service Requirement: Up to 21 days of professional services over the 17-week contract period, with a minimum of 1 day per week

Budget:

- Maximum daily fee: €285 inclusive of any applicable VAT.
- Maximum contract value: €5,985 inclusive of any applicable VAT.

Location: Services will be delivered independently by the contractor from their own premises. In-person attendance at meetings and events will be required by the Horizons Project Manager. Regular **in-person** meetings will take place in Cork City locations.

About the Project

“We Are Here” is a multi-modal art installation emerging from inclusive arts practice and research. It explores artistic value, representation, and disability in Irish and European culture.

It engages with themes of belonging, perspective and lived experience. It will be installed in Cork City in two different locations in October and November 2026, and will then be presented at the European Parliament in November/December 2026.

Requirement for Services

Horizons invites quotations from suitably qualified and experienced service providers for the provision of Project Coordination Services to support the delivery of the “*We Are Here*” project. The Service Provider will provide essential project coordination and implementation services in support of work agreed with the Horizons Project Manager.

Description of Services

Project Coordination Services will play a central role in the successful delivery of “*We Are Here*”.

The Contractor will be responsible for the coordination and implementation of *the We Are Here* project in consultation with the Horizons Project Manager and will ensure effective delivery across partners and stakeholders, locally and internationally.

This service requires strong organisational skills, excellent communication, and a commitment to inclusive, participant-centred practice.

The Project Coordination Service will be provided under a **Contract for Services** between the successful applicant and Horizons. The contract will run from August to December 2026.

Specification of Requirements

The Contractor will act as an independent service provider and will operate under a **contract for services**.

The Contractor will be responsible for providing Project Coordination Services including but not limited to:

- Planning, booking and organising production schedules
- Contacting and engaging with Horizons staff and partner stakeholders to organise relevant artistic residencies, travel, accommodation, installation, etc.
- Assessing project and resources as required
- Estimating, negotiating and agreeing budgets and timescales with the Horizons Project Manager and recording of same
- Ensuring that health and safety regulations are met at all times
- Overseeing production and timelines
- Re-negotiating timescales or schedules as necessary
- Attending meetings as required by the Project Manager
- Selecting, ordering and purchasing materials

- Liaising with and co-ordinating external artists with project component timelines and deliverables
- Documenting and reporting on all elements of the project
- Identifying further grant opportunities and funding

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the service provider may be required to perform other duties as appropriate to the post which may be assigned to him/her by the Horizons Project Manager.

Contractor Requirements

In order to demonstrate capacity to deliver the services outlined above, applicants should be able to demonstrate knowledge, skills and capacity in the following areas:

1. Significant experience of project co-ordination and delivery, preferably in the arts, disability arts and cross sectoral projects with creative teams, e.g. voluntary organisations, community groups, higher education, arts organisations and funding bodies.
2. Experience of working with adults, artists, community groups and the voluntary sector.
3. Strong leadership skills and experience of collaborating and delivering projects both locally and internationally.
4. Excellent interpersonal, communication, presentation and organisational skills, with the ability to prioritise, multi-task and clearly report on progress.
5. Have satisfactory ICT skills with comprehensive working knowledge of MS Office, budgetary and reporting tools.
6. Experience of budget preparation, management and reporting.
7. The capacity to work on own initiative and contribute well to team-based and cross sectoral environments.
8. Have satisfactory knowledge of GDPR requirements.
9. A quick learner, adaptable and familiar with online reporting portals.

The successful contractor will work remotely and attend meetings in person, as and when required by Horizons. *The above specification is not intended to be a comprehensive list of all duties involved and consequently, the service provider may be required to perform other duties as appropriate to the post which may be assigned to them by the Project Manager.*

The contractor will be subject to Garda vetting.

Location of work

Location: The contractor will deliver services remotely and independently of Horizons locations and will also attend in-person meetings and events as required by the Horizons Project Manager and Steering Group. Regular **in-person** meetings will take place in Cork City locations.

Timeframe and Payment Rates

Time Commitment: 21 days spread across 17 weeks, with a minimum of 1 day per week.
(This can be broken down into 2 half days by agreement with the Project Manager)

- **Contract Duration:** Approximately 17 weeks (August 24, 2026 – December 18, 2026)

- **Budget:** Maximum daily fee of €285 inclusive of any applicable VAT.

Maximum total budget of €5,985 inclusive of any applicable VAT.

Project Deliverables

Project Stage & Dates	Key Deliverables
August – December 2026	
Booking, Description and Cataloguing 1 Sept. – 18 Sept.	All accommodation and travel booked and confirmed. N.B. ferry, van and freight. All components of the installation to be photographed, described and digitally catalogued with links and ready for submission to installation venues. Liaising with Horizons, artists, production team, venues to progress and deliver all aspects of the project.
Catalogue Submission, Bookings, Preparation, Progression and delivery to Location 1 21 Sept. – 31 Oct.	Submit Catalogue to venues (21 Sept). Conclude and confirm all project bookings. Preparation, installation and takedown for Cork City venue to take place between 26 Oct. – 31 Oct. 2026. Progress and co-ordinate all components of the project with all partners and stakeholders.
Evaluate, refine and delivery to Location 2	Progress and co-ordinate all components of the project with partners and stakeholders. Support Horizons with the co-ordination and refinement of all components following evaluation and feedback. Preparation, installation and takedown for Cork City venue (2) to take place between 23 Nov. – 27 Nov. 2026. Prepare and pack installation for transport to Brussels by Friday 27 Nov.
International Travel, Installation, Return and Report 27 Nov. – 18 Dec.	Prepare production team and artists to pack installation for transport to Brussels by Friday 27 Nov. Prepare team to arrive and be ready to install on Monday 30 Nov. in Brussels. Prepare production team and artists to take down installation on Friday 4 Dec. and return to Ireland by 5 Dec. Complete project report by Friday 18 Dec.

Contract Management

The Horizons Project Manager (PM) will act as the primary contact on behalf of Horizons for matters relating to the contract and delivery of the Services.

The Contractor will provide updates on operational aspects of the project to Horizons through regular Working Group meetings.

Independent Contractors will be fully acknowledged for their contributions to the project. The project, its partners and independent contractors will not engage in any commercial exploitation of the work created.

Safeguarding and Conduct

Some Artists involved are considered 'vulnerable adults' under Irish law. The Contractor is not expected to act as a healthcare or social care professional. Recording (audio/video) of sessions is strictly prohibited. The Contractor will collaborate with Horizons Staff, Volunteers or Community Scheme (CE) workers).

The Contractor must:

- Work within clearly defined boundaries
- Follow safeguarding and confidentiality protocols at all times

Invoicing Arrangements

The Contractor will submit invoices for services delivered Horizons on a monthly basis.

Payment shall be made in accordance with Horizons' payment procedures and subject to satisfactory delivery of the agreed services and associated deliverables.

Contract Management

A quality service is required under this contract. Delivery of the agreed services and milestones will be reviewed throughout the term of the contract.

Horizons reserves the right to terminate the contract if the Contractor fails to meet agreed milestones, fails to deliver the services outlined effectively, or fails to demonstrate the necessary empathy, sensitivity, and understanding required for supporting individuals and groups participating in this project.

Application Guidelines

Please submit your application for "**Project Coordination Services - We Are Here**" as a single pdf with the following included:

- **Cover letter** outlining interest in the contract and relevant previous experience.
- **Curriculum Vitae** including contact details, relevant qualifications, experience and two references for whom we have permission to contact.
- **Quotation** – please provide your daily rate for services provided.

Deadline for receipt of applications: [August 16, 2026, 14:00]

Notification of outcome week commencing Monday,17/08/2026

Start Date – Monday, 24/08/2026

Informal enquiries may be made to Eoin Nash, Manager of Arts, Creative Arts Therapies and EU Projects: Email: nashe@horizonscork.ie

Quotations must be returned no later than Sunday **16thth August 2026**. Applicants may be short listed on the basis of their application.