



## Job Advertisement – Irish Universities Association

**Position:** Campus Engage National Coordinator

**Organisation:**

The Irish Universities Association (IUA) represents, promotes and provides support services for the seven Irish Universities. The IUA is a non-profit making body with charitable status.

The IUA invites applications for the new position of *Campus Engage National Coordinator*. Campus Engage is a platform for the promotion of civic engagement activities in Irish higher education, and is funded by the Irish government through the Higher Education Authority (HEA). Campus Engage is open to all higher education institutions in Ireland, and aims to strengthen the relationship between higher education and the wider society, through the promotion of civic engagement activities in higher education and facilitating the sharing of knowledge and resources between academic and civic communities. This falls within the broader objectives of the National Strategy for Higher Education to 2030. Campus Engage will support the on-going development of activities such as: service learning / community based learning, student volunteering, community engaged research and knowledge exchange and sharing, in order to increase the number of courses, activities and levels of participation in these areas across Irish higher education. A new Campus Engage Action Plan has recently been agreed, and funding secured for the period 2013 – 2015. Further information regarding Campus Engage may be found at [www.campusengage.ie](http://www.campusengage.ie)

The position of National Coordinator, which will be primarily based at the IUA, is offered on a two year specified purpose contract, and subject to a period of probation and meeting on-going performance requirements. The role will require domestic travel within Ireland on a regular basis.

**Overview of the role:**

The National Coordinator will be responsible for ensuring that the action plan project goals are delivered in a timely and efficient manner, managing the day-to-day budgets and financial planning, coordinating the work of the Working Groups and other appropriate activities determined by the Campus Engage Steering Committee, to which the National Coordinator will be accountable. Specifically, s/he will be expected to:

1. Support the full implementation of the Action Plan;
2. Undertake a range of key operational duties associated with maintaining and developing the network;
3. Liaise with key stakeholders (in education and the voluntary/community sector);
4. Nurture networks comprised of all interested higher education institutions;
5. Monitor and support delivery by the four principal working groups as follows:
  - a. Community-based learning
  - b. Community-based research
  - c. Volunteering
  - d. Student engagement
6. Collaborate and liaise with the Campus Engage Website Coordinator to ensure appropriate content management;
7. Manage the project budget and provide interim and formal reports and evaluation documents, etc., to partners and funders and to coordinate future funding bids as opportunities arise;
8. Provide support to partner institutions in terms of organising training sessions, joint seminars, workshops, conferences and other events;
9. Liaise with appropriate organisations (including government departments and voluntary organisations) and individuals and/or networks both within and beyond Ireland, establishing partnerships and exchanging information;
10. Be available to travel within Ireland and, potentially, abroad.

**Profile of Candidate:**

This is an exciting opportunity to make a distinctive contribution to an area of strategic importance to the higher education sector. The most critical qualities for this role are:

- Appropriate experience in project management, preferably within an educational context and preferably with multi-institutional projects;
- Excellent communication skills, both written and oral;
- Experience or understanding of the voluntary sector, civic engagement issues and the higher education context;
- A higher education qualification.

Desirable attributes would also include:

- Experience in embedding civic engagement activities within higher education;
- Experience of training and development, particularly of academic or university staff;
- Record of published reports/papers and similar outputs.

**Remuneration:**

A salary commensurate with experience will be offered.

**Informal queries:**

Informal queries regarding this position may be addressed to either Lorraine McIlrath, NUI Galway ([lorraine.mcilrath@nuigalway.ie](mailto:lorraine.mcilrath@nuigalway.ie)) or Ronnie Munck, DCU ([Ronnie.Munck@dcu.ie](mailto:Ronnie.Munck@dcu.ie))

**Applications:**

Please forward a detailed CV and cover letter, demonstrating the competencies and experience listed above, by post or email by 5 April 2013 to:

Jennifer Cleary  
HR Manager  
IUA  
48 Merrion Square  
Dublin 2  
E-mail: [jennifer.cleary@iua.ie](mailto:jennifer.cleary@iua.ie)  
Tel: (01) 676 4948

Applications submitted by or through third parties, including recruitment agencies will be rejected.

The IUA is an equal opportunities employer