Overview

Dublin City University (www.dcu.ie) is a dynamic and innovative institution that is distinguished by both the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Excellence in education and research activities has led to DCU’s consistent ranking among the world’s leading young universities. DCU is Ireland’s fastest growing university, and now hosts more than 17,000 students across its three academic campuses: (DCU Glasnevin Campus, DCU St Patrick’s Campus and DCU All Hallows campus).

Student Support & Development (SS&D) provides professional, academic and personal support and development opportunities to students in DCU and is a busy and diverse Unit which includes the Student Advice Centre, the Careers Office, Disability & Learning Support Service, Counselling & Personal Development, the INTRA work placement Office, Student Learning, the Student Health Centre, the Access Service and Chaplaincy. Further information on SS&D can be found at http://www.dcu.ie/students/index.shtml.

The DCU Access Service, in collaboration with the DCU Educational Trust secured funding through the Social Innovation Fund to recruit a Project Coordinator for the Access to the Workplace initiative https://shapingthefuture.dcu.ie/support-dcu/access-to-the-workplace/. This initiative aims to increase the opportunities for underrepresented groups in DCU to engage in meaningful work experience in the earlier years of their undergraduate studies.

Role Profile

The successful candidate will report to the Head of Service and work in collaboration with the Access to the Workplace Steering Group, which will guide the vision, development and growth of the Programme. We are currently seeking a dynamic and flexible individual who will lead and grow the
Access to the Workplace programme. They will lead on the delivery of the initiative, build strong networks both internally and externally and help to ensure the long-term viability of the Project.

The Project Coordinator will oversee the day-to-day operations of the Access to the Workplace programme in line with funding and reporting requirements, which involves developing a bespoke ‘work readiness programme’ for students in collaboration with relevant internal and external stakeholders. The successful candidate will liaise with professionals in DCU, DCU Educational Trust, the Steering Group and organisations external to DCU to implement a comprehensive project plan.

Duties and Responsibilities:
In consultation with the Head of the Access Service and the Access to the Workplace Steering Group the Co-ordinator will be responsible for:

Programme & Student Development
- Working closely with the Head of Access and the Access to the Workplace Steering Group to implement the project plan and ensure key programme indicators are achieved as agreed with Social Innovation Fund Ireland (SIFI).
- Liaise with staff in DCU, DCU Educational Trust and external stakeholders to promote and develop the Programme.
- Develop strategies to deliver a programme in a rapidly changing environment.
- Develop and execute strategies to grow student numbers and company participation in the Programme.
- In conjunction with members of the access team, lead the recruitment and preparation of students to participate in the Programme.
- In partnership with colleagues in SS&D develop and assist with the delivery of an array of structured ‘Work Readiness Programmes’ to prepare students for their placement.
- Liaise with employers regarding their requirements and ensure all relevant Guidelines & Codes of Conduct are adhered to.
- Co-ordinate and oversee the day-to-day operation of the Programme, including matching, placement and on-going student support.
- Build and foster relationships with external stakeholders
- Liaise with employers and students while on placement.
- Ensure compliance with GDPR for the Programme.

Reporting
- In partnership with the Head of Access and DCU Educational Trust, the post holder will manage the on-going relationship with the primary grantor, including overseeing; contract deliverables, collation of data, attending meetings and facilitating site visits.
- Co-ordinate and compile end of placement Reports and disseminate data to relevant stakeholders.
Communications

- Maintain good communication flow with the Project's main funder, SIFI and amongst all stakeholders
- Work with relevant staff in DCU and the DCU Educational Trust to support the marketing and promotion of the Programme, including developing promotional materials.
- Disseminate and communicate the findings and outcomes of the Programme both nationally and internationally.

Other Duties

- Lead on-going evaluation and research of the Programme.
- Organise and chair regular project steering group meetings
- Attend relevant seminars and conferences.
- Manage temporary or casual administration support staff and/or student helpers when required.
- Undertaking any other duties that may be assigned by the Head of Service (or his/ her nominee/s) or the Director of SS&D.

As this is a new initiative, the Coordinator will be expected to show flexibility in achieving the goals of the Programme as the initiative progresses.

The role may change in line with Unit / University requirements and developments. The successful candidate will be expected to show flexibility in line with any changes which may occur.

Qualifications and Experience:

- A relevant primary degree or equivalent (NFQ level 7) in an appropriate area.
- Excellent project management and team leadership skills.
- At least 3 years’ experience developing and maintaining relationships with a range of stakeholders.
- Experience in developing and implementing new initiatives for the benefit of underrepresented groups in third-level education.
- In-depth knowledge of equity issues facing underrepresented students and be familiar with the challenges facing prospective students entering internships and the employment market.
- Excellent digital literacy skills.
- Excellent communication and networking skills.
- A track record of working in an area which requires confidentiality and discretion.
- Excellent IT, interpersonal, communication and administrative skills.
- A car and a full clean driving license.
Mandatory Training:
The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate. This post is subject to Garda Vetting.