



**Widening Participation Officer**  
**Student Support & Development**  
**Administrator I**  
**Fixed Term Contract up to Three Years**

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

DCU is currently seeking a **Widening Participation Officer** to consolidate, develop and guide our Widening Participation agenda in the University. The role will be based in SS&D and report directly to the Director of SS&D.

**Function of the Post:**

The main purpose of this post is to develop and co-ordinate a centralised approach to Widening Participation within the institution and to create clear KPIs, based on national targets and to monitor the effectiveness of the activities. The person will assist in developing and coordinating a coherent and comprehensive Widening Participation Strategy, building on the current initiatives in place across the University. The successful candidate may be required to represent the University externally on relevant national forums and contribute to national policy in this area.

**Duties and Responsibilities:**

- Co-ordinate, manage and develop proposals for funding calls from the Higher Education Authority or other external bodies
- Project manage funding received through external calls and initiatives
- Develop, coordinate, monitor and evaluate Widening Participation activities across the University
- Work closely with the DCU Educational Trust and external organisations to develop additional scholarship and employment opportunities
- Contribute to the development and implementation of the University's Widening Participation strategy, taking into account the already successful models in place

- Work closely with Faculties, the Access Office, Disability & Learning Support, Mature Student Office and the Student Recruitment team to increase entry to DCU programmes for targeted student groups
- Explore, monitor and evaluate alternative entry routes into Higher Education, including through Further Education and, potentially, Foundation Programmes
- Develop KPIs on the impact of Widening Participation activities, bursaries and other scholarship programmes on recruitment, progression and retention on Higher Education programmes
- Collate and analyse participation, retention and graduation data and produce an annual report on Widening Participation at DCU
- Represent the University on relevant national forums and contribute to national policy development, as required
- Work with the University's marketing team to develop a comprehensive marketing and communication strategy for Widening Participation
- Develop strong partnerships with external organisations and institutions with a view to increasing entry routes to DCU
- Work in collaboration with relevant Faculties, Schools and Units to implement the principles of Universal Design in the University

**Qualifications and Experience:**

**Essential:**

- A primary degree
- A postgraduate qualification in a relevant field
- A minimum of 3 years' experience policy development in large scale projects in Widening Participation
- A minimum of 3 years' experience working on national committees in the area of Widening Participation
- Knowledge of current issues in Higher Education, especially those relating to Widening Participation
- Extensive experience of developing collaborative activities with a range of partners
- Project planning experience of multi-disciplinary projects
- Excellent communication and interpersonal skills
- Ability to work alone and as part of a team

This post is subject to Garda Vetting.

**Salary scale:\* €51,992 - €73,828**

*\*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Administrative I salary scale in line with current Government pay policy.*

**Closing date: 18<sup>th</sup> March 2019**

**Informal Enquiries:**

Informal enquiries may be addressed to Dr. Claire Bohan, Director of Student Support and Development, Dublin City University, Dublin 9, Ireland. Email: [claire.bohan@dcu.ie](mailto:claire.bohan@dcu.ie).

*Please do not send applications to this email address, instead apply as described below.*

**Application Procedure**

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149; Fax +353 (0) 7005500 Email:

[hr.applications@dcu.ie](mailto:hr.applications@dcu.ie). **Along with the application form, please submit a CV and cover letter.**

**Please clearly state the role that you are applying for in your application and email subject line: Job Reference #1176 Widening Participation Officer, Student Support & Development.**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. With your completed application form, you may also send a Cover Letter and a CV (maximum 2-3pages)

***Dublin City University is an equal opportunities employer***