



Dublin City University

Brexit Institute

Project Coordinator (Full-time, Fixed Term Contract: 12-month duration)

Job Ref. Brexit/Project Coordinator

Dublin City University (DCU) is a research-intensive, globally-engaged, and dynamic institution. With five Faculties and twenty-four Schools, DCU is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU has a strong track record in attracting both Irish and European Union research funding under Horizon 2020 (and all previous Framework Programmes), Marie Curie Actions and Erasmus. We offer a dynamic and internationally-focused environment to facilitate career advancement.

The Brexit Institute is a research and policy centre established in DCU in 2017. The Institute is the first centre to be ever created in a European University to focus on Brexit, and is designed to operate as a hub and magnet to explore the implications that Brexit—the United Kingdom withdrawal from the European Union—produces on law, politics, business and society at large. The Institute is led by Federico Fabbrini (Professor of European Law), has a full time team of researchers, visiting fellows and interns, and connects broadly staff from across DCU Schools and Faculties working on Brexit-related issues. The Brexit Institute regularly organises high-level events, including workshops, training seminars, conferences and briefings; it engages with government, civil society and business, from which it funds itself; and it produces research and policy on a topic of great societal relevance.

The Role:

The Project Coordinator (PC) will be tasked with assisting the Brexit Institute with a variety of support tasks, including, but not limited to, managing website content, preparing newsletters, communicating with the media and disseminating content via social media, preparing and coordinating events, projects and post-event reporting, financial administration and reporting, and supporting in preparing fund-raising applications. The PC will have an opportunity to gain significant experience in working in a dynamic team and an international research environment, directly under the supervision of the Director of the Brexit Institute. The successful candidate is expected to start working at the DCU Brexit Institute on 1st September 2019, or shortly thereafter.

The candidate must:

1. Possess a relevant primary degree (or possess 4+ years relevant experience);
2. Be highly proficient with MS-Office, incl. Powerpoint, Word, and Excel;
3. Be proficient with the use of Wordpress, Mailchimp, Twitter, Facebook, YouTube, Storify, HootSuite, etc.;
4. Have excellent administrative and organisational skills;
5. Be numerate;
6. Be a competent professional communicator;
7. Be flexible and dynamic;
8. Possess the ability to work on multiple tasks at any given time;
9. Possess the ability to work both independently, and as part of a dynamic team environment;
10. Be willing to travel occasionally.

Informal enquiries should be directed via email to: federico.fabbrini@dcu.ie

Further information about the Brexit Institute is available at <http://dcubrexitinstitute.eu>

Salary:

€34,971 per annum.

Closing Date:

Sunday 16 June 2019 at midnight Irish time.

Application Process:

Candidates should submit their CV, a letter of motivation, along with a 500-word writing sample, by the closing date to brexit.institute@dcu.ie, with 'Job Ref. Brexit/Project Coordinator' in the subject line. Applications should be submitted by email.

Dublin City University is an equal opportunities employer