



DCU Ability Project

Project Manager

School of Nursing and Human Sciences

Senior Administration Assistant

Fixed Term Contract up to Three Years

Background and Role

We are seeking to recruit an experienced project manager on a full-time fixed term contract to oversee the DCU Ability Project implementation and co-ordination.

The DCU Ability project in partnership with St Michael's House Services intends to promote the employability of young people with disabilities between the ages of 18 and 29 years. The main objectives of the project focus on promoting employability and creating pathways into education, training and employability for young people with disabilities. It is intended to offer this initiative nationally so referrals can come from other organisations or services. It will be located across all DCU campuses. The types of actions that will be delivered will be those that can most support young people with disability to discover how they want to live their life, what their ambitions (in particular with regard to career) are and what is needed to make that possible. On a practical level small groups of participants will be supported over the course of the project with approximately three intakes.

The project manager will be based in the School of Nursing and Human Sciences (SNHS) and will report directly to the Project Lead Dr. Deirdre Corby.

Principal duties and responsibilities

The duties and responsibilities of the position include, but are not restricted to the following activities:

- Develop a comprehensive project and implementation plan, with clear delivery dates
- Establish a Steering Committee of the relevant stakeholders
- Liaise with relevant individuals to coordinate the delivery of the action points
- Coordinate and monitor the delivery of the action points in line with agreed timelines
- Promote the project and the associated initiatives
- Fiscal Management of programme funds
- Formulate an impact assessment plan to monitor and evaluate the impact of the initiatives
- Report periodically on progress

Experience and Qualifications:

Candidates must hold a primary degree in a relevant area; plus a minimum of three years relevant project coordination experience, preferably in an educational or disability setting. The successful candidate must also have:

- Proven ability to initiate and successfully carry out project work
- Proven ability to prioritise workload and work to strict deadlines.
- Strong organisational & problem-solving skills
- Excellent knowledge of disability-related social policy
- Excellent interpersonal skills, including communication and the ability to work with professionals across diverse areas of expertise within the University & with external Stakeholders.
- Ability to work in a team and take overall responsibility to contribute to the overall success of the team.
- Excellent IT Skills
- A proven track record of project implementation

Salary Scales: *€46,917 - €56,534

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

Closing date: 3rd August 2018

Informal enquiries to:

Informal enquiries may be addressed to Dr. Deirdre Corby School of Nursing and Human Sciences, Dublin City University, Dublin 9 Ireland. Phone + 353 (0)1 7008524 Email: deirdre.corby@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://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500 Email: 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 #939 Project Manager – DCU Ability Project School of Nursing and Human Science

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.