Applications are invited for the following position:

**Grade III - Education Project Coordinator**

Research Centre National Anti-Bullying Research and Resource Centre
UNESCO Centre for Tackling Bullying in Schools and Cyberspace
Fixed Term Contract of 36 months

**Introduction**

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that 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 prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. DCU acts as an agent of social, cultural and economic progress. As Ireland’s University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world’s young universities (QS Top 50 under 50).

ABC – National Anti-Bullying Research and Resource Centre is a University Designated Research Centre within DCU’s Institute of Education. It recently received the prestigious status of UNESCO Chair in Tackling Bullying in Schools and Cyberspace. The Centre is dedicated to the study of bullying behaviour/online safety in schools and workplaces and to the development of resources and training to support employers, employees, schools, teachers and parents to prevent and intervene in bullying situations and to promote online safety. ABC leads the field of research, resource development and training in tackling bullying and online safety in Ireland and is an internationally recognised centre of excellence in bullying research.

**Background and Role**

This post is funded by a philanthropic donation. The successful candidate will work as part of a team on a funded project which is concerned with delivering an anti-bullying and online safety programme in schools across the country, reporting directly to ABC’s Project Manager. The successful candidate will support the work of the project team under the direction of the Project Manager and play a key role in achieving the project objectives and goals.

The candidate will assist in training teachers in primary and post-primary schools to work with their colleagues, students and parents to tackle bullying and online safety. The programme will be delivered
face to face and online. The project includes partnership between DCU and advocacy groups who have partnered to work collectively to deliver the programme and to collect data related to project.

**Principal Duties and Responsibilities**
Please refer to the job description for a full list of duties and responsibilities.

**Qualifications and Experience**

**Essential**
- A relevant third level qualification e.g. education, training, business, etc.;
- Proven project coordination skills with a high-level of communication, writing, financial, and administration skills;
- Previous experience working on a large scale projects;
- Excellent IT skills, including a working knowledge of MS Office and PowerPoint.

**Desirable**
- Evidence of project work and developing new initiatives which have an impact young people or students;
- Previous experience working on projects involving schools;
- Experience in delivering training/workshops;
- High levels of creativity, innovation, motivation, proactivity and flexibility;
- Knowledge of the Irish education system and the higher education system;
- An interest in the topics of bullying and online safety.

**Skills/Abilities:**
- Excellent interpersonal skills with the ability to build working relationships with schools, students, professionals and community groups;
- Ability to work independently and take initiative, where relevant;
- Ability to work effectively as part of a wider team;
- Flexible approach to work: some evening/weekend work will be required;
- Availability to travel nationwide when required.

Please note this appointment will be subject to the candidate successfully completing the Garda Vetting and Foreign Police Certification Processes.

**Mandatory Training**
The postholder 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.

**Salary**: €33,945 - €35,839
**Closing date**: 10 January 2020

**Candidates will be assessed on the following competencies:**
Knowledge of the Organisation/Sector
The ability to continuously learn and appreciate the structures, processes and relationships within DCU. Has awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.

**Building & Maintaining Relationships**
Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.

**Personal Effectiveness/Excellence**
Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

**Problem solving and Decision-Making**
Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision-making.

**Informal enquiries to:**
Mr. Darran Heaney MSc, National Anti-Bullying Research and Resource Centre, Dublin City University
E-mail: Darran.heaney@dcu.ie Phone: +353 (0)1 8842302

*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 website at http://www.dcu.ie/hr/vacancies/index.shtml and also from the Human Resources Department Tel:+353 (0) 1 7005149.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

Please clearly state the role that you are applying for in your application and email subject line:
**Job Ref #ST1303A Grade III - Education Project Coordinator**

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.