



Outreach Officer

Access Service, Student Support & Development

Administrative Assistant

Full Time Fixed Term Contract up to Three Years

The University

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, Counselling & Personal Development, the INTRA work placement Office, Student Learning, 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 Access Service is currently seeking an Outreach Project Officer. The Outreach Project Officer will be responsible for the design, coordination and delivery of Outreach Initiatives to Schools and Community Groups as part of the University Outreach and Engagement Strategy. The post holder will be responsible for building and maintaining a number of key relationships with Schools, Community Groups, Voluntary Organisations, DCU Staff and Access Funders. The Outreach Project Officer will report to the Head of Service (or his/her nominee) and will work in partnership with the Communications and E-Learning Project Officer. The role will liaise closely with all Project Officers within the Access team, with Access students, Student Support and Development Staff, and Heads of DCU School and Units. The post holder will work closely with the Head of Service on the development of outreach strategy and initiatives. The projects for which the post holder will be responsible are multifaceted in nature. The role involves the ability to deal effectively with a wide variety of user and interest groups from staff, students (particularly non-traditional students), teachers and staff of voluntary and community organisations and corporate sponsors.

Principal Duties

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

- Build sustainable, collaborative relationships with communities experiencing deep disadvantage to support access to higher education.
- Broaden access to higher education across the North Dublin region by linking potential students to entry routes, transition and post-entry supports; promoting third-level education to the most marginalised groups; and delivering targeted events and workshops to provide information, advice and guidance to support access to higher education.

- Liaise with corporate, voluntary, government and community partners to advance and further develop the DCU's Outreach and Engagement Strategy goals, on behalf of the DCU Access Service.
- Liaise with members of staff and students on relevant linked schools projects and represent the Access Service at stakeholder meetings when required.
- Promote knowledge and understanding of the Higher Education Access Route (HEAR), DCU Access and other entry routes to third level education.
- Research, evaluate and disseminate best practice and developments within the field of access and outreach.
- Evaluate, analyse and report on qualitative and quantitative data to support the strategic direction of the Access Service
- Day-to-day management of Access Ambassadors and Project Budgets related to outreach initiatives and Programmes.
- Act as representative on relevant committees, boards and working parties as assigned by the Head of Service.

General Duties

- Contribute to events and activities of Student, Support & Development
- Contribute to strategic planning and team building days
- Report regularly on progress of all projects and activities
- Update and maintain all relevant sections of the Access Service Website
- Carry out other duties as determined and directed by the Head of the Access Service/ Director of Student Support & Development (SS&D) that contributes to the strategic objectives of the Access Service/SS&D
- Roles may change in line with Unit/University requirements and developments. The successful candidate will be expected to show flexibility in line with any changes that may occur and carry out duties as assigned by the manager, or Director of SS&D

The successful candidate must have:

- A primary degree.
- Minimum of three years' recent relevant work experience working in the area of community development, widening participation, or social inclusion.
- Thorough knowledge of the Irish education system: educational disadvantage and widening participation in higher education and a practice underpinned by a commitment to diversity, inclusion and social justice.
- Demonstrable track record in relationship building with staff and students in Second Level DEIS Schools and/or community groups.
- Flexible approach to work: some evening, lunch and weekend work will be required.

- Full clean driver's license and access to a car.

Skills/Abilities

- Excellent facilitation and presentation skills and the ability to motivate and connect with an audience.
- Strong interpersonal skills, be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative.
- Ability to operate within a strong team-working environment in addition to working independently on multiple tasks at the same time.
- Excellent IT skills, including a good working knowledge of Windows, common computer applications and a high level of comfort with new systems.
- Exceptional communication skills evidenced by the ability to build relationships and consensus.
- Experience of project and budgetary management with high-level communication, writing, financial, and administration skills.
- High levels of creativity, innovation, motivation, proactivity and flexibility.

This post is subject to Garda Vetting

Salary Salary Scale: *€34,971 - €52,268,175

**Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy. Full details of salary upon promotion for internal staff can be viewed at:*

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing Date: 14th December 2018

Informal Enquiries:

Informal enquiries may be addressed to Cathy McLoughlin, Head of DCU Access. Student Support & Development, Dublin City University, Dublin 9 Ireland, cathy.mcloughlin@dcu.ie Tel: +353 01 700 8814

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 #1065 – Outreach Officer, DCU Student Support & Development

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.

Dublin City University is an equal opportunities employer.