



Dublin City University

Project Coordinator (Full-time Fixed Term Contract: 6-month duration)

Brexit Institute and VOX-Pol (Joint post)

Job Ref. Brexit/VOX-Pol PC 0318

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) and brings together staff from across the University working on Brexit-related issues. It organises academic events and policy workshops, producing scientific knowledge, and engaging with the public at large on a topic of great societal relevance.

VOX-Pol is a EU-funded FP7 Network of Excellence for Research into Violent Online Political Extremism, coordinated by Dublin City University, integrating the world's leading researchers in violent online political extremism, to include those researching the intersection of terrorism and the Internet (across a range of ideologies), the potential for violent online radicalisation, etc. The objective of VOX-Pol—coordinated by Maura Conway (Professor of International Security)—is to create a sustainable critical mass of innovative activity among what is currently a burgeoning, but fragmented group of researchers and research topics and ensure that EU strategies and policies targeting violent online political extremism, are based on concrete evidence, experience, and knowledge about the contours and workings of violent online political extremism and thus increasing their likelihood of success.

The Role:

The Project Coordinator (PC) will be tasked with assisting both the Brexit Institute, and VOX-Pol teams with a variety of research support tasks, including, but not limited to managing website content, newsletter preparation, dissemination via social media, event preparation and coordination, post-event reporting, project reporting, financial administration and reporting. The PC will have an opportunity to gain significant experience in, working in dynamic team research environments, directly under the supervision of the Director of the Brexit Institute, and the VOX-Pol Programme Manager.



The candidate must:

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

It is desirable (though not essential) that the candidate has experience using Agresso (for purchasing and financial reporting) and Core for expense processing.

Competencies required for this post are:

- **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
- **Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.
- **Problem Solving and Decision Making:** Proactively gathers and examines all relevant information. Actively seeks understanding of the wider context (e.g. tries to understand the organisation and environment they are working within). Understands what decisions can be made and what needs to be escalated. Involves people in decision making to build ownership, motivation and enthusiasm
- **Team working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively with the team, to the need for change.

Informal enquiries should be directed via email to both:

brexit.institute@dcu.ie and vox.pol@dcu.ie

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

Further information about VOX-Pol is available at <http://voxpath.eu>



Salary:

€34,971 per annum.

** Appointments 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.*

Application Process:

Candidates should submit their CV, a letter of motivation, along with a 500-word writing sample, no later than 12 noon on 6 April 2018 via email to both brexit.institute@dcu.ie and vox.pol@dcu.ie, with 'Job Ref. Brexit/VOX-Pol PC 0318' in the subject line. Hardcopy applications will not be considered.

Dublin City University is an equal opportunities employer