



## **National Anti-Bullying Research and Resource Centre**

### **Research Assistant**

**(Fixed Term, Part-time contract up to 31<sup>st</sup> August 2018)**

#### **Introduction**

Dublin City University ([www.dcu.ie](http://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).

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 in which to advance your academic career.

ABC – National Anti-Bullying Research and Resource Centre is a University Designated Research Centre within DCU's Institute of Education. The Centre is dedicated to the study of bullying behaviour in the 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. Researchers at ABC were the first in Ireland to undertake research on school bullying, workplace bullying, homophobic bullying and cyberbullying. ABC leads the field of research, resource development and training in bullying in Ireland and is an internationally recognised centre of excellence in bullying research. The Centre's activities are funded by the Department of Education & Skills under the National Action Plan on Bullying (2013), the Irish Research Council, the European Commission, the Fulbright Commission and DCU Research and Innovation Unit.

#### **Background and Role**

In 2015 the Centre sought and achieved recognition as one of 16 University Dedicated Research Centres. DCU has assigned funding to the Centre for a part-time (22 hours per week) research assistant, fixed term contract up to 31<sup>st</sup> August 2018. The working pattern will be as agreed by the Centre Director.

Reporting to the Director of the Anti-Bullying Research Centre, the successful candidate will assist in identifying and applying for large and medium size grant opportunities. The person appointed will liaise with the Centre's various research partners in Ireland, Europe, the USA and Canada in drafting applications for grants and submitting them on time.

### **Principal Duties and Responsibilities**

The Research Assistant's main duties will include, but are not limited to

- Assisting the Centre Director in developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders
- Assisting the Centre Director in assembling and submitting grant requests, including letters, proposals, budgets, and presentations
- Establishing and maintaining personal contact and good working relationships with foundation contacts and program officers
- Ensuring prompt acknowledgement of foundation gifts
- Maintaining calendar/diary management to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
- Working in tandem with Principal Investigators on various research projects
- Prioritizing projects to keep multiple projects moving in a timely manner, meeting deadlines and managing supplemental material required for proposals
- Providing writing support for major donor and individual contribution letters and acknowledgements.

### **Qualifications and Experience**

- Applicants should have a primary degree in a relevant discipline, ideally with a post-graduate qualification in psychology, and should have at least one year's relevant experience
- Experience of working in the field of bullying prevention and intervention, with evidence of strong empirical research skills
- S/he will ideally have a good knowledge of the research field of bullying as it relates to educational and other settings including workplaces and community organisations
- Candidates should have skills in the design, management and conduct of projects
- Candidates will have a high level of interpersonal skills, good communication skills, team working skills, report writing, time management skills and ability to work to deadlines
- The applicant must have a proven track record of working independently, but should also demonstrate their ability to work a part of a team.

The successful candidate will be able to assist in crafting funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information. A high level of computer literacy required, an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form. A solid understanding of budgets as they relate to proposals and grants is also desirable.

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

**Salary Scale:** \* €21,459 - €33,930 per annum pro-rata

*\*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale*

**Closing Date: 2<sup>nd</sup> February 2018**

**Application Procedure**

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

**Please clearly state the role that you are applying for in your application and email subject**

**line: Job # 766 Research Assistant, National Anti-Bullying Research and Resource Centre**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

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