Leadership & Life Skills Centre Manager
(3 year fixed term contract)

Administrator I

Student Support and Development (SS&D) provides personal and professional development support to students at DCU and is a busy and diverse Unit which includes the Student Advice Centre, Counselling & Personal Development, the INTRA work placement office, Learning Support, Financial Assistance, Chaplaincy, the Student Health Centre, Disability & Learning Support, the Access Office and the Careers Service. Further information on Student Support & Development can be found at: http://www.dcu.ie/students/index.shtml.

As a result of a recent successful HEA funding application, SS&D will be opening a Leadership & Life Skills Centre during the academic year 2019/20. We are currently seeking a dynamic and flexible individual, who will lead and manage the delivery of the vision of the Centre, build strong networks both internally and externally and develop ‘leadership & life skills’ programmes which will be broad-reaching and impactful, to positively transform the lives of students entering and transitioning through the University.

The successful candidate will report to the Director of Student Support & Development and work in collaboration with a Steering Committee, which will guide the vision, development and implementation of the activities of the Centre.

The Role

The Centre Manager will be responsible for delivering on the mission and vision of the Leadership & Life Skills Centre, which involves developing a bespoke and personalised personal and professional development plan for the students of the University. The successful candidate will liaise with professionals in DCU, organisations external to DCU and online resource providers and develop a comprehensive project plan to fully roll out the initiatives of the Centre over 3 years. S/he will also coordinate a detailed marketing strategy to ensure that students are fully aware of the opportunities the Centre offers.

Key Responsibilities

In consultation with the Director of Student Support & Development, the Centre Manager will be responsible for:
- Developing a vibrant Centre which will provide an array of structured and unstructured activity to help student development
- Identifying and working with the IT Department to customize an IT system which will form the basis of a ‘self-audit’ for students, allowing them assess their current skills and attributes and develop a path of personal and professional development
- Developing and delivering a comprehensive 3 year project plan with clear KPIs
- Developing an array of structured activity which will help students enhance skills ranging from resilience to critical thinking to leadership
- Liaising with staff in DCU and stakeholders external to DCU to develop and deliver programmes and initiatives for the students
- Building a network of individuals and organisations who will work with the Centre to develop a range of skills and attributes amongst the student body
- Overseeing the marketing and promotion of the Centre
- Managing the Budget and reporting monthly to the Director
- Managing one other member of staff and, when required, student helpers
- Liaising with colleagues in UCD, who are partners on this project
- Ensuring compliance with GDPR for the Centre
- Other duties as required by the Director and in line with the vision of the Centre.

As this is a new initiative, the Centre Manager will be expected to show flexibility in achieving the goals of the Centre as the initiative progresses.

Requirements / Skills:
- Undergraduate degree in a relevant field
- Excellent organisational skills and at least 3 years’ experience managing significant projects
- At least 3 years’ experience developing and maintaining relationships with a range of stakeholders
- In-depth knowledge of the labour market and proven insight into personal, leadership and life skills development
- Familiarity and confidence working with and understanding ‘technical solutions’
- Availability to travel to investigate best practice nationally / overseas
- At least 3 years’ experience in developing and implementing new initiatives for the benefit of students/young people
- Evidence of experience with ‘developmental’ programmes
- Excellent communication and networking skills
- Excellent analytical skills

Salary Scale: €51,992 - €73,828*

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

Closing Date: 19th June 2019
Informal enquiries: Informal enquiries and requests for additional information may be addressed to: Dr. Claire Bohan, Director of Student Support & Development, email: claire.bohan@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 brief CV and cover letter. Please clearly state the role that you are applying for in your application and email subject line: Job Reference Ref ST1228, Leadership & Life Skills Centre Manager.

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