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 24 months

Role Overview

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

Duties and Responsibilities

The main duties of the position will include, but are not limited to:

- Coordinating the roll out of the Anti-Bullying programme to a number of schools/locations nationwide.
- Participating in school visits to conduct training, information seminars and workshops with both teachers and students (primary or post-primary schools)
- Organising training schedules in line with the roll out of the programme.
- Update project website, blog and manage social media channels associated with the project
- Coordinate print materials and resources for the programme aimed at both teachers and students
- Delivery of training/workshops within DCU and locations nationwide on the research topics (i.e. conferences, teacher training events, international conferences)
- Development and coordination of ABC’s Ambassador programme by recruiting, assisting with training and scheduling of student ambassadors to deliver talks in schools nationwide.
- Be first point of contact with both internal and external stakeholders queries.
- Provide administrative assistance to the Project Manager, Centre Director and wider research group
- Contributing to the event management and organization of conferences, seminars and workshops.
• Engaging in appropriate training and development opportunities as required by the Centre Director/Project Manager.

**Minimum Internal Service Criteria**

This position is open to staff who meet the following criteria:

• Secretary Grade 2 with a total of 5 years’ relevant experience or
• 7 years’ relevant experience and a recognised secretarial course (NFQ Level 5) without a Leaving Cert

**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

**Competencies:**

The post holder will be required to have 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.