Applications are invited from suitably qualified candidates for the following position:

**Project Coordinator**

DCU Institute of Education, School of STEM Education, Innovation and Global Studies
Project: Development & Intercultural Education within Initial Teacher Education (DICE)
2 Year Fixed Term Contract

**The Project:**
The Development & Intercultural Education within Initial Teacher Education (DICE) project is a national strategic educational partnership, supported by Irish Aid, implemented by four institutions responsible for initial teacher education at primary level - Marino Institute of Education, Dublin; Froebel Department of Early Childhood and Primary Education, Maynooth University, Kildare; DCU Institute of Education, Dublin and Mary Immaculate College, Limerick. This collaborative project commenced in 2003 and has and continued to be funded on a multi-annual basis by Irish Aid with the aim of integrating development education and intercultural education into primary level initial teacher education (ITE) programmes.

The coordination of the project rotates between the partner institutions and is currently hosted by DCU Institute of Education. The overall aim of the DICE project is to provide support to the four partner institutions to utilise, develop and further extend staff capacity and expertise in integrating development and intercultural education into existing primary level ITE programmes.

The DICE project supports the work of a network of four lecturers in Development and Intercultural Education, employed in each institution. In addition to planning and delivery of courses, the project has involved research, continuous professional development of teacher educators, resource development and other networking activities. Through this ongoing work student teachers have been equipped with values, ideas, skills and capacities necessary to integrate development and intercultural education across all relevant areas of the Primary School Curriculum.

**Role Profile**
The role of the Project Coordinator to lead and support the network in the delivery of project work plan in and between member colleges; to prepare timely and effective financial and activity reports and plans for Irish Aid, in consultation with Dublin City University, and to enable the long-term sustainability of development and intercultural education within teacher education.
The successful candidate will be accountable to the Dean of the DCU, Institute of Education and the Head of the School of STEM Education, Innovation and Global Studies (or their nominee), by whom the duties approved for the post will be allocated based on the needs of the project identified by the network.

**Principal Duties and Responsibilities:**
Please refer to the job description for a full list of duties and responsibilities associated with this role.

**Desired Skills and Experience**

- Relevant qualification in Education or related Discipline (Level 8 NFQ)
- Knowledge of and experience in development education and/or intercultural education and/or teacher education
- Excellent presentation and communication skills, both verbal and written
- Strong project management and organisational skills and experience
- Strong financial management and administration skills and experience
- Excellent IT skills, including word-processing, presentations, and spreadsheets
- Ability to prioritise, work under pressure and to meet strict deadlines
- Ability to work independently and also to contribute as part of a team
- Excellent interpersonal skills and the ability to work on his/her initiative
- Comprehension of the role of research and continuing professional development, in teacher education is desirable.
- A knowledge of primary education is desirable

**Mandatory Training**
The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.

**Salary Scale:**
€ 48,215.00 - € 56,684.00 per annum (Senior Admin Assistant 1 Point 1 -7)
*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.

**Application Closing Date:** 31 January 2020

**Informal Enquiries to:**
Dr James Lovatt, Associate Professor, Head of School,
School of STEM Education Innovation and Global Studies

E-mail: james.lovatt@dcu.ie Phone: 01-8842094
Note: 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://www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department,
Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #ST1312 Project Coordinator

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.