JOB DESCRIPTION
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:**

- Assist and drive the effective delivery of the project work plan across the network
- Assist with monitoring and reporting on the workplan established with Irish Aid.
- Co-ordinate the DICE lecturer network including the organisation of regular group meetings and events and other collaborative activity.
- Hold individual meetings with DICE lecturers to provide assistance and monitor progress towards objectives.
- Prepare timely and effective financial and activity reports and plans for the DICE network and Irish Aid in consultation with network partners and DCU, Institute of Education (the host organisation).
- Enable the long-term sustainability of development and intercultural education within teacher education.
- Establish and build on existing relationships with key stakeholders including the member HEIs, statutory education bodies and agencies, development NGOs, education media in order to make strategic links. Represent the DICE project in relevant networks and fora.
- Prepare relevant policy submissions working with the DICE Network to advance the DICE agenda.
- Identify and circulate relevant research opportunities to the DICE network.
- Maintain the DICE Project website and social media presence.

**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.