



Applications are invited from suitably qualified candidates for the following position

**CTYI Assistant Director
Professional 6
Centre for Talented Youth, Ireland
Permanent Contract**

Dublin City University

Dublin City University www.DCU.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Centre for Talented Youth, Ireland

The Centre for Talented Youth, Ireland provides enrichment courses for students with high academic ability. The Centre also offers university style courses for students of all ages and abilities. CTY Ireland was established at Dublin City University in 1992 to meet the needs of high ability students aged 6 to 17 years from Ireland and abroad. Since the first summer programme in 1993 over 35,000 students have attended or participated in programmes run by CTY Ireland.

Role Profile

The Assistant Director is responsible for managing the large academic staff at primary and secondary level at CTYI. This involves designing curriculum with instructors and advising part time staff on the needs of high ability students. The Assistant Director is also responsible for the Early University Entrance programme which is a large TY programme that allows students to take DCU university modules. This role entails working with various key faculty members in DCU and stakeholders

around the university and schools to ensure that the course maintains the high academic standards of DCU. The Assistant Director will also work with the director of CTYI in designing strategic objectives for the CTYI programme and revising existing policies in line with current educational practice.

Duties and Responsibilities

Duties and Responsibilities associated with the post include the following:

- Managing the academic programme at CTYI at both primary and secondary school levels.
- Managing the Early University Entrance programme for CTYI.
- Managing senior staff responsible for Garda Vetting, Data Protection and research.
- Liaising with the CTYI Young Student and Older Student programme managers.
- Working with the CTYI Director with the strategic planning of CTYI programmes.
- Managing the part time CTYI academic staff over course content and quality standards.
- Supervising CTYI part time staff in the running of assessments and classes.
- Preparing internal reports and feedback on courses for CTYI Director.
- Preparing research for international conferences and publication.
- Any other duties that may be assigned by the Director of CTYI or his/her nominee.

Duties and responsibilities can change over time and other duties may be assigned by the Director of CTYI.

Qualifications and Experience

- Candidates must have a degree and at least five years' relevant experience in an educational environment.
- Good communication and administrative skills are essential.
- A postgraduate qualification in gifted education would be desirable.
- Candidates should also have a basic understanding of the needs of high ability children.
- Confidentiality and discretion of a very high level is expected.
- Candidates must be dependable, willing to work in a team environment and be capable of working to strict deadlines.
- Candidates should have the ability to use strategic and innovative thinking to influence across functions to achieve desired outcomes.
- Candidates must have Excellent communication and reporting skills.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)