



Applications are invited from suitably qualified candidates for the following position

**Widening Participation Outreach Officer (Professional 5)  
Student Support & Development  
Permanent (Full-time)**

**Dublin City University**

Dublin City University (DCU) 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', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are 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 delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**Overview of the department**

Overview of the department Student Support and Development (SS&D) provides personal and professional development and support to students at DCU and is a busy and diverse Unit which

includes the Student Advice Centre, Counselling & Personal Development, Student Learning, 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>

## **Role Profile**

Student Support & Development is currently recruiting a Widening Participation Outreach Officer who will work with the Access outreach team and partners to develop and deliver a suite of widening participation programmes and activities. The overall goal of the outreach programme is to increase the number of students from widening participation groups studying at DCU. This programme will target potential students from all widening participation groups as identified in the [National Access Plan](#). This role will lead many aspects of our outreach work with local linked schools and communities.

- Through consultation with relevant schools, parents, students, and local community stakeholders, design and deliver a school and campus-based activities and events programme.
- Partner with Access and widening participation colleagues to develop and deliver appropriate outreach events and activities for target groups.
- Build sustainable, collaborative relationships with communities experiencing deep disadvantage to support access to higher education for all groups.
- Actively guide, support and work with potential students from the target groups to apply to DCU via the various entry routes.

## **Duties and Responsibilities**

Please refer to the job description for a list of duties and responsibilities associated with this role.

## **Minimum Internal Service Criteria**

In addition to the [internal service criteria](#) , the ideal candidate will have:

- Essential: Candidates must have a Primary Degree or equivalent (NFQ Level 7) plus a minimum of 3 years' experience in a third level environment or within the fields of access, widening participation or educational disadvantage, or have at least 3 years' experience at Grade 4 level in DCU. Candidates must have comprehensive knowledge of educational disadvantage and its effects on education performance.

Please note staff must have successfully completed their probationary period

Other important attributes would include:

## **Desirable**

- A postgraduate qualification in education/equality/access or similar.
- A proven track record in designing and delivering engaging outreach programmes with a good understanding of different teaching methodologies in a classroom context.
- Access to a car and a full driving license.

In addition, the ideal candidate will have:

- A thorough knowledge of the barriers to higher education experienced by groups currently under-represented in higher education.
- Evidence of working successfully on their own initiative.
- Experience in coordinating and managing projects, including preparing reports on programme progress.
- Ability to multitask, prioritise tasks and work to deadlines.
- Excellent IT skills, including experience in developing and delivering online learning content for secondary school students.
- Extensive experience in developing collaborative activities and resources with a range of internal and external partners.
- Excellent communication and social skills.

### **Essential Training**

Mandatory Training: The post holder must undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required. The role is also subject to Garda Vetting.

### **Salary Scale:**

Senior Administration Assistant - €50,176- €60,452

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

**Closing date: Thursday 12th May 2022**

**For more information on DCU and benefits, please visit [Why work at DCU?](#)**

**Informal Enquiries in relation to this role should be directed to:**

Ms. Cathy McLoughlin, Head of DCU Access Service, Dublin City University.

Phone + 353 (0)1 7008814 Email: [cathy.mcloughlin@dcu.ie](mailto:cathy.mcloughlin@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 website at [https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check\\_logged\\_in=1](https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1) (internal applicants)

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**  
**Job Ref: #BC220201 Widening Participation Outreach Officer**

*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](#)*