



JOB DESCRIPTION

Project Coordinator - Professional 4 (P4) The Brexit Institute, Law Research Centre 12-Month Fixed Term Contract (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 Brexit Institute

The Brexit Institute is a research and policy centre established in DCU in 2017. The Institute (<https://dcubrexitinstitute.eu>) is Europe's first and Ireland's only centre created to focus on Brexit—the United Kingdom withdrawal from the European Union— and the future of Europe. The Institute operates as a hub and magnet to explore the implications that Brexit produces on law, politics, business and society at large. The Institute is led by Federico Fabbrini (Professor of European Law), has a full time, international team of researchers, visiting fellows and interns, and connects broadly staff from across DCU Schools and Faculties working on Brexit-related issues. The Institute regularly organises high-level events, including workshops, training seminars, conferences and briefings; it engages with government, civil society and business, from which it funds itself; and it produces research and policy on a topic of great societal relevance. The Brexit Institute runs several research projects funded by the EU Erasmus+ program, namely the Jean Monnet Network BRIDGE (Brexit Research an Interchange into Differentiated Governance in Europe: <https://bridgenetwork.eu>) and the Jean Monnet Centre of Excellence REBUILD (Recovery of Europe, Budget of the Union: Integration, Law & Democracy: <https://rebuildcentre.eu>). Moreover, the Brexit Institute runs several other projects, funded among others by the Irish Department of Foreign Affairs.

Role Profile

The Project Coordinator (PC) will be tasked with assisting the Brexit Institute and its staff with a variety of support tasks, including by coordinating from an administrative viewpoint the Institute's EU-funded projects. The PC will have an opportunity to gain significant experience in working in a dynamic team and an international research environment, directly under the supervision of the Director of the Brexit Institute.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- Managing website content and including uploading materials;
- Preparing newsletters, including graphical content and messaging;
- Engaging with external stakeholders, including liaising with members of the media;
- Engaging with internal stakeholders, including building effective working relationships with other teams and departments within DCU;
- Disseminating content via social media, including creating posts;
- Preparing and coordinating events, including organizing the in-person or online logistics and liaising with external partners;
- Projects and post-event reporting, including drafting of summaries;
- Financial administration and reporting, including processing and accounting of expenditures;
- Assist in preparing fund-raising applications;
- Other activities to assist the above

Qualifications and Experience

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area, plus 3 years recent and relevant experience in administration, preferably in a higher education environment.

In addition, the ideal candidate will:

- Be highly proficient with MS-Office, incl. Powerpoint, Word, and Excel
- Be proficient with the use of Wordpress, Mailchimp, Twitter, Facebook, YouTube, HootSuite or equivalent, Drupal, Zoom, LinkedIn; Canva, etc.
- Be creative, including having design experience (in Canva), light video editing experience and podcast production experience (in Audacity)
- Have excellent administrative, communication and organisational skills;
- Be numerate, and poses some skills in the area of finance
- Adopt a flexible approach to work and possess the ability to work in dynamic environment
- Possess the ability to multitask at any given time
- Possess the ability to work both independently, and as part of a dynamic team
- Be willing to travel occasionally, when necessary

Candidates with experience in managing national or EU funded research projects, with knowledge in handling grants and budgets, and with a track-record and skills in financial reporting and auditing are particularly welcome.