



JOB DESCRIPTION

**National Programme Manager
Professional 6
STEM Teacher Internship Programme
DCU Faculty of Science and Health and DCU Institute of Education
3 Year Fixed Term**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Overview of the department

The STEM Teacher Internship Programme (STInt) is a unique opportunity for STEM teachers that is coordinated by DCU Faculty of Science and Health and DCU Institute of Education. STInt provides pre-service and early career teachers with immersive 12-week internships in STEM roles enabling first-hand experience of careers in industry and the application of STEM in a wide range of workplaces. This programme is unique to Ireland. Founded in Dublin City University in 2016, it has now expanded nationally to also include teachers from Maynooth University, Trinity College Dublin, University College Cork, University College Dublin, University of Galway and University of Limerick.

For the next three years, STInt's mission is to provide placements on this programme to an increased number of pre-service and early-career teachers from all institutions offering STEM teacher education on the island of Ireland. To date, 180 teachers have been supported to complete internships and go on to inspire a passion for STEM in over 600,000 students. With a goal to scale the STInt programme

nationally to include 370 teachers over the next three years, there is an opportunity for STInt alumni to impact approx. 1.5 million learners over their careers.

Role Profile

Applications for the position of STInt National Programme Manager with a proven track record and expertise in strategic programme management and development and evaluation in academic and/or industry are now invited. Reporting to the DCU Academic Programme Directors Associate Professor Eilish McLoughlin and Professor Deirdre Butler, the successful individual will coordinate and manage the design and delivery of the programme, including expanding the national reach of the programme, collaborating with academic, strategic and industry partners, and managing the programme's research agenda and the development of a bespoke programme for Guidance Counsellors. The successful individual will also support the accreditation process and embedding the programme procedures and guidelines across collaborating Universities. The successful individual will manage the STInt team based at DCU, including the STInt Operations and Communications Officer and STInt Programme Administrator.

Duties and Responsibilities

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

- Manage the strategic development of the programme in consultation with STInt Programme Directors and STInt Advisory Board.
- Manage the STInt national team, including the Operations and Communications Officer and Programme Administrator, including performance evaluations and training.
- Expand the programme to reach or exceed annual placement targets.
- Identify opportunities for collaboration with industry and other organisations to host interns.
- Recruit and onboard new industry networks to promote the programme to ensure a broad range of placement opportunities.
- Recruit and onboard new host organisations and maintain good relationships with current hosts across Ireland to provide suitable STEM internship experiences for teachers.
- Recruit and onboard new university partners with STEM teacher education programmes.
- Support university partners to recruit suitable candidates for the programme.
- Operationalise the recognition of placements on student teachers' official university transcripts.
- Oversee the programme's internal and external communications across various channels.
- Ensure that appropriate quality promotional materials such as brochures, videos and reports are developed and produced.
- Coordinate and oversee the evaluation and research objectives of the programme and maintain a good understanding of the University's policies as they relate to research e.g. governance, data management, ethics and intellectual property, and ensure these policies are taken into account during the process of contract development and negotiation.
- Engage with STInt interns to record their experiences, feedback and testimonials.
- Engage with funding agencies to identify and pursue opportunities for long-term programme investment.
- Ensure the effective administration of the programme budget.

- Meet all necessary reporting requirements from strategic and philanthropic partners.
- Any other relevant tasks as requested by the Programme Directors.

Qualifications and Experience

Candidates must hold a minimum of a primary degree or equivalent (NFQ Level 7) in an appropriate area, in addition to 5 to 7 years relevant expertise in programme management in academic and/or industry:

- A proven track record of effective growth of a programme.
- A proven track record of project management and implementation.
- Excellent interpersonal, negotiating and communication skills both written and verbal.
- An ability to work effectively unsupervised, individually and as part of a team.
- Experience with IT tools relevant to various aspects of the role.

Candidates will ideally have:

- Experience of building and maintaining academic - industry partnerships.
- Experience of working in an educational setting.
- Familiarity with the issues facing the STEM talent pipeline for future STEM roles.
- Qualitative and quantitative data analysis skills.

Essential 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 required.