



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

**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**

Overview of the department Student Support and Development (SS&D) provides personal and professional development and support to students at DCU. It 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>

**Overview of the role**

The Outreach Officer will work with the Access outreach team and partners to develop and deliver outreach programmes and activities.

The overall goal of the outreach programme is to increase the number of students from Widening Participation groups studying at DCU, with a particular emphasis on young people in local linked schools.

This role will target potential students from all widening participation groups identified in the [National Access Plan](#). The successful person will lead many aspects of our outreach work with locally linked schools and communities.

- Through consultation with relevant schools, parents, students, and local community stakeholders, design and deliver school and campus-based activities and events /programmes.
- Collaborate with Access and Widening Participation colleagues to develop and deliver appropriate outreach events and activities.
- Build sustainable, collaborative relationships with schools and communities experiencing deep disadvantage to support access to higher education for all groups.

### **Duties and Responsibilities**

Please see job description for full list of duties and responsibilities

### **Qualifications and experience:**

In addition to the [internal service criteria](#), the ideal individual\* will have the following:

#### **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.
- Candidates must have comprehensive knowledge of educational disadvantage and its effects on education performance.
- Access to a car and a full driving license.

Other important attributes would include the following:

- A postgraduate qualification in education/equality/access or similar.
- A thorough knowledge of the barriers to higher education experienced by groups currently under-represented in higher education
- A proven track record in designing and delivering engaging outreach programmes with a good understanding of different teaching methodologies in a classroom context.
- Experience in coordinating and managing projects, including preparing reports on programme progress.
- Extensive experience in developing collaborative activities and resources with various internal and external partners.
- Excellent IT skills, Experience in delivering initiatives in a classroom or learning environment, including experience in developing and delivering online learning content.
- Have an excellent understanding of creating content, designing and producing online and hard copy publications, and a good working knowledge of engaging with social media
- Ability to multitask, prioritise tasks and work to deadlines.

- Evidence of working successfully on their own initiative
- An ability to work effectively as part of a wider team and have excellent communication skills.
- Flexible approach to work: some evening, lunch and weekend work will be required.

\* Please note internal candidates must have successfully completed their probationary period

### **Essential Training**

The post holder must undertake the following essential 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:**

Professional 5 - €53,242- €64,127\*

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

**Closing date:** 23<sup>rd</sup> April 2023

**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:**  
**#RC230302 Access 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](#)*