



JOB DESCRIPTION

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

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

- Work with relevant colleagues and specialist staff to develop content and deliver outreach programmes and activities to linked schools, parents, students, and local community stakeholders.
- Hold on-campus and in-school delivery of workshops to promote third-level education and inform students on subject choice and career options.
- Develop and promote relevant digital projects, including the DCU TY Programme.
- Manage event logistics.
- Manage programme budgets and financial reporting.
- Link potential students to entry routes; promote third-level education to the most marginalised groups.
- Liaise with corporate, voluntary, government and community partners to advance and further develop DCU's Outreach and Engagement Strategic goals for marginalised groups.
- Liaise with staff and students in relevant linked schools and represent the Access Service at stakeholder meetings when required.
- Promote knowledge and understanding of the Higher Education Access Route (HEAR), DCU Access Entry Route (ADER) and other entry routes to third-level education to target groups.
- Evaluate and analyse current schools' outreach programmes and recommend changes and updates.
- Day-to-day management of project staff, including teaching assistants and interns.
- Evaluate, analyse and report on qualitative and quantitative data to support the strategic direction of the Access Service.
- Responsible for developing and overseeing DCU's Outreach Initiatives using social and digital media.
- Carry out other duties as determined and directed by the Head of the Access Service/ Director of Student Support & Development (SS&D) that contributes to the strategic objectives of the Access Service/SS&D.

- Roles may change in line with Unit/University requirements and developments. The successful candidate will be expected to show flexibility in line with any changes that may occur and carry out duties as assigned by the manager or Director of SS&D.

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 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.