



JOB DESCRIPTION

**Project Coordinator
Professional 4 (P4)
DCU Brexit Institute
3 Year Fixed Term Contract (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 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, the economy, and society at large.

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 is part of two Horizon Europe projects, REGROUP (<https://regroup-horizon.eu/>) and EXPRESS. Finally, 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.

In addition, the ideal candidate will:

- Have 3 years relevant experience, preferably in a higher education environment.
- Be 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.