



Applications are invited from suitably qualified candidates for the following position

**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

Please refer to the job description for a list of duties and responsibilities associated with this role.

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, preferably in a higher education environment.

In addition, the ideal candidate will:

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

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

Salary Scale: Point 1 of the Professional 4 Salary Scale - €39,939 per annum, refer to [DCU Payscale](#) for the applicable payscale.

Closing date: Friday 13 October 2023

Expected Start Date of Post: Tuesday 2 January 2024

Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

Informal Enquiries in relation to this role should be directed to:

Professor Federico Fabbrini, Principal, DCU Brexit Institute.

Email: federico.fabbrini@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/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #ST1907 Project Coordinator**

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](#)