SFI Discover Project Coordinator
School of Computing
Fixed Term Contract to December 2021

Introduction

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

Weave Project

The Weave initiative is an in-school intervention with partnerships across schools with teachers and students aimed at integrating computational thinking in a cross-curriculum, culturally-responsive way. Weave will initially involve the development of a framework for use in all-girl primary schools. It will also involve the co-development of professional development experiences for pre and in service teachers to scale the Weave framework in mixed-gender primary classrooms throughout Ireland. The outputs of this project will include a framework to be implemented in Irish primary schools, mentoring resources for primary school teachers and a suite of professional development resources that Professional Development Services for Teachers (PDST) can include in their national programme.

Weave has the potential to engage every primary school child in developing computational skills in a meaningful way. Weave is a cross-institution, multi-agency, international project involving Dublin City University, Institute of Technology Carlow, Arizona State University and the PDST.

Role Overview

The Project coordinator will provide direct support to the Project Team and play a key role in the development and implementation of the Weave project. The Project coordinator's primary role is to oversee the progress of the project and to offer support and guidance to the schools and teachers

involved in the project within established timelines. Collating existing resources and developing a framework for national rollout will be key elements of this role. In addition, cost monitoring of the project is also an integral part of the Project Coordinator's role. Based in the DCU School of Computing, this position reports to the Project Lead of the Weave project, and will actively partner with the relevant project members across DCU, IT Carlow, ASU, PDST as well as participating schools and teachers. The position will be full–time. The nature of the work may require working outside normal working hours as required from time to time (e.g. teacher workshops in the evening). In addition the role will involve travel to assist schools as they engage with the Weave project.

Duties and responsibilities include, but are not confined to the following:

The Project Coordinator is an important and essential member of the Weave team. Reporting to the Project Lead, the duties of the Project Coordinator may include:

- Leading the planning and implementation of the Weave project
- Managing project resource allocation
- Tracking project deliverables using appropriate tools
- Preparation of materials for, and facilitation of, tutorials/ seminars/ skills workshops for teachers
- Providing direction and support to the schools and teachers
- Serve as a point of contact between the various team members
- Constantly monitoring and reporting on project progress to the stakeholders
- Presenting reports defining project progress, problems, and recommended solutions
- Implementing and managing project changes and interventions to achieve desired outputs
- Work closely with the Weave Project team to identify the appropriate content required for promotional materials and appropriate dissemination procedures in relation to the Weave project
- Any additional administrative activities and additional duties associated with the Weave project

Qualifications & Experience

Candidates must have a Primary Degree or equivalent (NFQ Level 7)

Ideally

- A holder of a postgraduate degree, preferably in Education, Computer Science or other relevant field (ideally at PhD level);
- The ability to work independently and to exercise judgement
- Workshop facilitation skills;
- A high level of critical thinking and problem-solving skills;
- An understanding of computational thinking
- A deep interest in how people learn

- Strong relationship management and communication skills (written and oral);

- Good planning and organising skills

- Be a strong team player, with ability to work under pressure to deadlines.

- Demonstrated/proven ability to manage projects under challenging and pressurised scenarios

- Experience of report writing

- Good presentation skills

- Knowledge of project coordination techniques and tools

- Experience with managing budgets

- Experience with press releases, updating social media platforms and organising events

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: GDPR and Compliance. Other training may need to be undertaken when required. They will also have to be vetted for Garda clearance as they will be working with children.