



Applications are invited from suitably qualified candidates for the following position

**Write to Read Coordinator – Part-time**

**Secretary Grade III**

**School of Language, Literacy and Early Childhood Education**

**9 month Fixed Term Contract**

**Overview**

Dublin City University ([www.dcu.ie](http://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.

**Write to Read Project**

A considerable literacy achievement gap persists between children in disadvantaged and non-disadvantaged schools. Write to Read is a professional development model specifically designed for teachers in disadvantaged schools to support them to narrow this achievement gap. It promotes an evidence-based, holistic approach to literacy issues and encourages schools and families to meet the literacy needs of children in customised ways to improve literacy outcomes. Write to Read has worked with some of the most disadvantaged schools in Dublin. As of this year Write to Read will expand to make this professional development available to DEIS (Delivering Equality of Opportunity in Schools) schools across Ireland.

**Role Profile**

The Write to Read Coordinator will support the administration and the Research and Professional Development Team of the Write to Read Project. The Write to Read Coordinator will report to the Project Principal Investigator. The role will ordinarily be based on the St Patrick's Campus, DCU however the successful candidate may be required to work remotely.

**Duties and Responsibilities**

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

**Qualifications and Experience**

- Leaving Certificate or equivalent plus a recognised secretarial qualification and 5 years' relevant experience.
- Excellent organisational and communication skills.
- Candidates must be self-motivated and have a demonstrable ability to drive initiatives.
- Ability to interact with stakeholders from a range of disciplines.
- Excellent attention to detail.
- Capability of working effectively within a team to achieve results.

**Candidates will be assessed under the following competencies:**

Building and Maintaining Relationships

Communication

Personal Effectiveness

Knowledge of the Process and IT

**Mandatory Training**

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

**Salary Scale:**

Secretary Grade III – Point 1- point 6 €33,945 - €39,931 per annum pro rata

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

**Closing date:** 24th September 2020

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

Dr Eithne Kennedy, School of Language, Literacy and Early Childhood Education, Dublin City University.

Email: [Eithne.Kennedy@dcu.ie](mailto:Eithne.Kennedy@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 <http://www.dcu.ie/vacancies/current.shtml> (external 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:  
Job Ref #RF1407a Write to Read Coordinator**

**Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at [www4.dcu.ie/policies/policy-starter-packs.shtml](http://www4.dcu.ie/policies/policy-starter-packs.shtml).**