



JOB DESCRIPTION

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) 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.

Read to Write 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 all 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

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

General Administration & Co-ordination:

- Convene meetings of Write to Read Executive Committee (3-4 a year)

- Take minutes of the Executive Committee meetings
- Prepare reports on income and expenditure for the Executive Committee.
- Prepare and circulate a twice yearly newsletter for Write to Read partners.
- Liaise closely with Research & Professional Development Team and schools regarding resourcing requirements at local and central level.
- Liaise with schools to process purchase approval forms for expenditure and monitor school accounts.
- Liaise with schools to organise site visits when required
- Liaise with DCU Educational Trust to ensure all key funder requirements are fulfilled.

Research Administrative Support

- Develop and maintain a good working relationship with service departments in DCU.
- Develop knowledge and understanding of the research project and research related work.
- Co-ordinate day-to-day work to support the research project.
- Support research project activities:
 - Sort, organise and file any paper documents and retrieve data as requested
 - Compile, verify accuracy and sort information to prepare data for computer entry.
 - Enter data from source documents accurately and in a timely manner.
 - Create and manage spreadsheets with a large quantity of data in order for information to be easily accessed at all times.
 - Update existing databases and spreadsheets to ensure they are all up to date, uniform and accurate
 - Review data for deficiencies or errors, correcting any incompatibilities and checking output.
 - Research and obtain further information for incomplete documents.
 - Run reports, store completed work in designated locations and perform backup operations.
 - Scan documents and print files, when needed.
 - Keep information confidential in accordance with GDPR and company guidelines.
 - Respond to queries for information and access relevant files.

Communications:

- Assist with the development of promotional materials for Write to Read including brochures
- Maintain the Write to Read website
- Assist with the organisation of Write to Read events
- Preparation of press releases and other media documentation as necessary

Qualifications and Experience

In addition to internal service criteria, the ideal candidate will have:

- 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.

Competencies required

Building and Maintaining Relationships

Communication
Personal Effectiveness
Knowledge of the Process and IT