



*Applications are invited from suitably qualified staff for the following position:*

**Education and Outreach Co-ordinator**  
**National Anti-Bullying Research and Resource Centre**  
**UNESCO Chair on Tackling Bullying in Schools and Cyberspace**  
**DCU Institute of Education**  
**2 Years and 2 months, Fixed Term Contract**

Dublin City University [www.dcu.ie](http://www.dcu.ie) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**National Anti-Bullying Research and Resource Centre**

DCU National Anti-Bullying Research and Resource Centre (ABC) is a University Designated Research Centre located in DCU's Institute of Education. It recently received the prestigious status of **UNESCO Chair in Tackling Bullying in Schools and Cyberspace**. The Centre is dedicated to the study of bullying behaviour/online safety in schools and workplaces and to the development of resources and training to support employers, employees, schools, teachers and parents to prevent and intervene in bullying situations and to promote online safety. ABC leads the field of research, resource development and training in tackling bullying and online safety in Ireland and is an internationally recognised centre of excellence in bullying research.

**Role Profile**

The Education and Outreach Coordinator will work as part of a team on an externally funded project delivering an anti-bullying and online safety programme for Primary and Post-Primary schools nationwide, reporting directly to the Project Manager. The successful individual will support the work of the project team under the direction of the Project Manager and play a key role in achieving the project objectives and goals.

The successful individual will deliver training to teachers in schools on how to work with their colleagues, students and parents to tackle bullying and online safety. The programme will be delivered through delivering online training and resources and face-to-face delivery where appropriate. The project includes collaboration between DCU and advocacy groups who will work in partnership to deliver the programme and to collect data related to the project.

### **Duties and Responsibilities**

See job description for list of principal duties and responsibilities.

### **Minimum Internal Service Criteria**

This position is open to staff who meet the following criteria:

- Secretary Grade 2 with a total of 5 years' relevant experience **or**
- 7 years' relevant experience and a recognised secretarial course (NFQ Level 5) without a Leaving Cert.

### **In addition to the above, the successful candidate will ideally have:**

- A relevant third level qualification e.g. Education and Training, Learning and Development.
- A minimum of 3 years' professional experience in a fast-paced administrative /project coordination role.
- Experience in facilitating and delivering training/workshops to adults or young people in a learning and development setting.
- Evidence of project work and developing new initiatives which have an impact on young people.
- Experience of project coordination with a high-level of communication, writing and administration skills.
- Experience of social media management.
- Knowledge of the Irish education system and the higher education system.
- High levels of creativity, innovation, motivation, proactivity and flexibility.
- Excellent IT skills, including a working knowledge of MS Office, including PowerPoint.
- Excellent interpersonal skills with the ability to build working relationships with schools, students, professionals and community groups.
- Ability to work independently and take initiative, where relevant.
- Ability to work effectively as part of a wider team.
- Flexible approach to work: some evening, lunch and weekend work will be required.
- Availability to travel nationwide when required (full clean driving licence essential).
- An interest in and knowledge of the topics of bullying and online safety.

**Desirable**

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Please note this appointment will be subject to the candidate successfully completing the Garda Vetting and Foreign Police Certification Processes.

Please also note that candidates must be available to start on **9<sup>th</sup> August 2021**

**Candidates will be assessed on the following competencies:****-Knowledge of the Organisation/Sector**

The ability to continuously learn and appreciate the structures, processes and relationships within DCU. Has awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay relevant information.

**-Building & Maintaining Relationships**

Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.

**-Personal Effectiveness/Excellence**

Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

**-Problem solving and Decision-Making**

Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision-making.

**Informal Enquiries to:** Darran Heaney, National Anti-Bullying Research and Resource Centre, Dublin City University; Phone: +353 87 799 1505; E-mail: [Darran.heaney@dcu.ie](mailto:Darran.heaney@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.shtml> Applications must be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Salary Scale:** Secretary Grade 3 (point 1 – point 3) €34,624 - €36,556.

*\*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the relevant salary scale in line with current Government pay policy.*

**Closing Date for Applications: 31<sup>st</sup> May 2021**

**Please clearly state the role that you are applying for in your application and email subject line:**  
**Job Ref #ST1509 Education and Outreach Project Coordinator**

For more information about DCU and benefits visit: [Why work at DCU?](#)

*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](#)*