



**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.

**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 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 partnership between DCU and advocacy groups who have partnered to work collectively to deliver the programme and to collect data related to the project.

### **Principal Duties and Responsibilities**

*These will include, but are not limited to:*

- Coordinating and delivering the rollout of the Anti-Bullying and Online Safety programme to schools/locations nationwide.
- Recruitment of schools to participate in the Anti-Bullying and Online Safety programme nationwide (Primary and Post-Primary).
- Point of contact for daily support and engagement with schools participating in the project.
- Coordination of training content and resources for teachers, students, and parents, in conjunction with ABC researchers.
- Participating in school visits to deliver training workshops to teachers and parents (primary or secondary schools) or delivery online.
- Organising training schedules in line with the roll out of the programme.
- Updating of project website, ABC website and social media channels associated with the centre.
- Daily management of TackleBullying.ie, including ensuring content is updated on a timely basis.
- Assist in the development and coordination of the ABC Youth Action Panel.
- Undertaking a specified programme of research on tackling bullying and online safety and keeping up-to-date on bullying and online safety research.
- Assisting with conference presentations as part of the ABC team.
- Liaising with both internal and external stakeholders.
- Supporting the Centre Director, Project Manager and research group, as required.
- Contributing to the event management and organization of conferences, seminars and workshops.
- Engaging in appropriate training and development opportunities as required by the Centre Director/Project Manager.
- Carrying out administrative work associated with the programme of research and training as necessary.

### **Candidate Requirements**

#### **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 social 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.

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

**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.