



## **JOB DESCRIPTION**

### **Project Coordinator (Grade IV) The Brexit Institute, Law Research Centre 12-Month Fixed Term Contract**

#### **Dublin City University**

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.

#### **The Brexit Institute**

The Brexit Institute is a research and policy centre established in DCU in 2017. The Institute (<http://dcubrexitinstitute.eu>) is Europe's first and Ireland's only centre created to focus on Brexit—the United Kingdom withdrawal from the European Union—and is designed to operate as a hub and magnet to explore the implications that Brexit produces on law, politics, business and society at large. The Institute is led by Federico Fabbrini (Professor of European Law), has a full time, international team of researchers, visiting fellows and interns, and connects broadly staff from across DCU Schools and Faculties working on Brexit-related issues. The Institute regularly organises high-level events, including workshops, training seminars, conferences and briefings; it engages with government, civil society and business, from which it funds itself; and it produces research and policy on a topic of great societal relevance. In summer 2019, the Brexit Institute was awarded funding by the EU Erasmus+ program for a Jean Monnet Network project entitled BRIDGE (Brexit Research an Interchange into

Differentiated Governance in Europe: <https://bridgenetwork.eu>). Moreover, the Brexit Institute runs several other projects, funded among others by the Irish Department of Foreign Affairs.

### **Role Profile**

The Project Coordinator (PC) will be tasked with assisting the Brexit Institute with a variety of support tasks, including by coordinating from an administrative viewpoint the EU-funded BRIDGE project. The PC will have an opportunity to gain significant experience in working in a dynamic team and an international research environment, directly under the supervision of the Director of the Brexit Institute.

### **Duties and Responsibilities**

The PC tasks will include, among others:

- Managing website content, including uploading materials;
- Preparing newsletters, including graphical content and messaging;
- Engaging with external stakeholders, including liaising with the media;
- Engaging with internal stakeholders, including building effective working relationships with other teams and departments in DCU;
- Disseminating content via social media, including creating posts;
- Preparing and coordinating events, including organizing the in-person or online logistics and liaising with external partners;
- Projects and post-event reporting, including drafting of summaries;
- Financial administration and reporting, including processing and accounting of expenditures;
- Assist in preparing fund-raising applications;
- Other activities to support the above.

### **Qualifications and Experience**

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area.

In addition, the ideal candidate will:

- Have proven relevant experience;
- Be highly proficient with MS-Office, incl. Powerpoint, Word, and Excel;
- Be proficient with the use of Wordpress, Mailchimp, Twitter, Facebook, YouTube, Storify, HootSuite, etc.;
- Have excellent administrative and organisational skills;
- Be numerate;
- Be a competent professional communicator;
- Be flexible and dynamic;
- Possess the ability to work on multiple tasks at any given time;
- Possess the ability to work both independently, and as part of a dynamic team environment;
- Be willing to travel occasionally.

Candidates with experience in managing national- or EU-funded research projects, and with a track-record and skills in financial reporting and auditing are particularly welcome.

## **Mandatory Training**

The post holder 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 appropriate.

## **Competencies**

Applicants will be assessed under the following competencies:

### **Building & Maintaining Relationships**

Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

### **Personal Effectiveness and Excellence**

Continually strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multi- task and prioritise in a busy deadline driven work environment.

### **Problem solving and Decision Making**

Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

### **Communication**

Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.