



Project Support and Liaison Officer

The Irish Universities Association (IUA) is the representative body of the university sector. We have recently secured funding for a major new project and now invite applications for the new full-time contract position of ***Project Support and Liaison Officer*** for developing a ***Multi-Campus Micro-Credentials (MC2) system*** in Irish Universities.

This is a new, first-of-its-kind four -year, €12.3 million project, funded through the Higher Education Authority's Human Capital Initiative, aimed at establishing an innovative system of quality assured and accredited micro-credentials across the seven IUA universities. MC2 will provide up- and re-skilling opportunities to those in employment and those seeking to enhance their employability, enhance the universities' capacity to anticipate, understand and respond to emerging skills needs, and drive lifelong learning in Ireland.

Building on existing good practice within Ireland, at European level and internationally, the project will:

- Develop a collective national framework for micro-credentials across the seven universities, the first in Europe;
- Build and develop engagement with enterprise for the development and roll-out of the micro-credentials programme;
- Design and develop a co-ordinated 'shop window' online portal to drive awareness of and access to MC2;
- Market the MC2 courses and help learners to find and track the flexible offerings of micro-learning which meet their needs and interests.

Key Responsibilities

Reporting to the MC2 Programme Lead, the Project Support & Liaison Officer will support all aspects of project management and administration including liaising with key groups and stakeholders and assisting with project delivery in a timely and efficient manner.

Specifically, s/he will be expected to:

- Help coordinate the MC2 project and support the Programme Lead in all aspects of project delivery;
- Assist with the coordination and support of the Project Steering Group, Project Team and Enterprise Advisory Group;

- Support project planning, management, milestone delivery, needs analysis and other aspects of project and budget administration;
- Assist with the preparation of reports on all aspects of project performance;
- Contribute to the planning and delivery of the communications and marketing plan for the project;
- Liaise with and act as key contact for key stakeholder groups in the universities, in enterprise and with government agencies;
- Provide other supports and assistance to the Programme Lead as may be required from time to time.

Candidate Skills and Attributes

- Strong project management and organisational skills;
- Experience of / capacity for report management, budget management, detailed financial reporting and other project administration tasks;
- Ability to understand the MC2 project objectives and value proposition for a range of stakeholders, and to work flexibly to achieve project objectives and timelines;
- Excellent interpersonal skills and the ability to collaborate effectively with a range of stakeholders in different contexts;
- Be a good communicator with strong digital and social media skills;
- Experience or background in marketing and communications would be an advantage;
- Enterprise or industry experience would be desirable;
- Have appropriate academic or training qualifications and be a highly motivated and energetic individual.

Contract details

The position of Project Support and Liaison Officer will ordinarily be based at the IUA (in line with public health guidelines in relation to the Covid-19 pandemic) with some capacity for remote working. It is offered on a 4-year specified purpose contract, and subject to a period of probation and meeting on-going performance requirements. The role will require domestic travel within Ireland on a regular basis, when possible.

Salary in the region of €50,000 commensurate with experience will be offered. A secondment arrangement for existing public-sector employees may be possible, subject to concluding an appropriate agreement between the IUA and the candidate's current employer.

Application Details

Please forward a detailed but concise CV and cover letter (max 500 words), demonstrating the competencies and experience listed above, by email by February 19th to: marguerita.lardner@iua.ie

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