



Campus Engage Officer, 6 Month Fixed Term Contract

The Irish Universities Association (IUA) is the representative body of the university sector.

We now invite applications for a 6-month full-time contract position of Campus Engage Officer to support the Head of Campus Engage with the implementation of Campus Engage Work Plans. The main objective of Campus Engage is to support HEI staff, students, civic and civil society organisation (CSO) to embed, scale and promote civic and community engagement across community engaged learning, and student volunteering for societal impact.

Key Responsibilities

Working as part of a small dynamic team, the successful candidate will support the Head of Campus Engage by:

- Supporting studentvolunteer.ie working group on system technical updates, public awareness events and best practice tools;
- Management and implementation of the Campus Engage- NFETL Digital Badge for Community Engaged Learning (CEL);
 - Act as a central point of contact for student support; liaising with the Course Facilitators and NFETL staff;
 - Promotion, organisation, scheduling of Online CEL Courses Nov- March 2022
 - Act as a central point of contact for any edits/updates to Online CEL Courses
- Coordinate Campus Engage national events;
- Create content and update the Campus Engage website and Twitter pages with relevant news stories;
- Providing administrative and communications support to the Campus Engage Working Groups;
- Initiating and implementing working group project tasks;
- Prepare minutes and/or support PowerPoint presentations for project meetings;
- Develop and disseminate Campus Engage reports and briefing papers;
- Liaising with other third-party organisations as required;
- Supporting the Head of Campus Engage with any other tasks as required from time to time.

This is an ideal opportunity for a passionate, innovative, and achievement-focused team player, with the ability to make things happen autonomously. The role would be an ideal starter position for an ambitious graduate who wants to build experience in a dynamic and multi-faceted project environment.

Candidate Skills and Essential Attributes

- A primary degree and at minimum three years' experience in a similar role;
- A proven interest in civic, community engagement and social innovation;
- Excellent, facilitation, organisational and interpersonal skills;
- Excellent written and verbal communication skills with good attention to detail;
- Strong online content management system capabilities;
- Knowledge of latest online technologies Mailchimp, Canva, Survey Monkey and Eventbrite and social media;
- Ability to multi-task in a deadline driven environment;
- Experience working within a team, as well as working on own initiative;
- An excellent problem solver.

Contract details

The position of Campus Engage 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. The position is offered on a full-time basis, 37.5 hours per week, 6-month fixed term contract, subject to a period of probation and meeting on-going performance requirements. It offers an excellent career opportunity for a positive, innovative and dynamic graduate professional. Salary up to €45,000 per annum paid pro rata for the 6-month contract 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. The role will require some travel within Ireland. The IUA offers flexible working arrangements to all team members.

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 November 14th, 2021, to: marguerita.lardner@iua.ie

Tel. 01 6764948