



## **IUA Access Programme Manager**

The Irish Universities Association (IUA), the representative body for Ireland's leading universities, invites applications for the full-time contract position of Access Programme Manager.

Access and widening participation are one of the five pillars of [IUA's 2022-2025 Strategy](#). IUA seeks to secure the systemic changes and the necessary resources to widen access to third-level, especially for socially disadvantaged students and those with disabilities, in support of the [National Access Plan 2022-2028](#).

Reporting to the IUA Director for Learning, Teaching & Academic Affairs, the Access programme manager will manage the IUA Access programme and its various components, to include the following:

1. Working as appropriate with the IUA Access Steering Group, the DARE HEAR Operations Sub-group, the Advisory Boards and the CAO, ensure that all aspects of both DARE and HEAR schemes operate successfully, that the revised HEAR criteria are implemented for admissions 2025 and that regular reporting takes place.
2. Working with all relevant internal and external stakeholders, monitor all aspects of DARE and HEAR to strengthen the schemes' evidence base and identify/escalate emerging policy issues, opportunities and risks, including where further revisions need to be considered by the schemes' governance structures.
3. Act as a single point of contact and interface for the CAO, HEIs and stakeholder groups in relation to criteria and policy related matters (e.g. Ombudsman issues, complex, disputed application outcomes).
4. Manage related strategic stakeholder relationships, e.g. Institute of Guidance Counsellors, National Educational Psychological Service, the Department of Social Protection, and support HEIs to build capacity to actively participate in and contribute the expertise required to run the schemes on a sustainable basis.
5. In liaison with the IUA Head of Communications, ensure timely and regular communication regarding the IUA Access Programme to target audiences, through websites, social media, press releases and other communications opportunities.
6. In liaison with the Chair of the IUA Access Steering Group and the IUA Director for Learning, Teaching & Academic Affairs, convene, prepare and coordinate all aspects relating to the work of the Steering Group, including its regular meetings.

7. Represent IUA on the Department of Further and Higher Education, Research, Innovation and Science's National Access Plan steering group, and other relevant national oversight groups.
8. Supervise the PATH2 National Coordinator, currently hosted by IUA as part of the Access Programme.

### **Candidate Skills and Attributes:**

We are looking for a dynamic and driven individual who has a clear and detailed understanding of the Access agenda in Irish higher education. This is primarily a management role on a very visible national project with high policy relevance. The most critical qualities for this role are:

- A Level 8 degree, with at least five years' relevant professional experience.
- Highly developed communication, negotiation and liaison skills, evidenced by the ability to build productive professional relationships and consensus.
- Demonstrated ability to operate with tact and diplomacy and to manage competing interests.
- In-depth knowledge of access policies, practices and programmes in the higher education sector in Ireland.
- Demonstrated project and people management skills and experience of working collaboratively.
- Strong IT, organisational, planning and writing skills.
- Possess relevant research, critical thinking and evaluation skills.
- A self-starter with the ability and drive to work independently.
- Strong work ethic and organisational skills, with an ability to deal with competing demands and prioritise workload in order to meet deadlines and targets.
- Positive, creative problem-solver, and a can-do attitude.
- Experience of similar complex projects in this or a related field would be an advantage.

### **Contract details:**

The position of Access Programme Manager, is offered on a 2-year fixed term contract, ideally commencing by April 2024 and subject to a period of 6 months' probation and meeting on-going performance requirements. The role may require domestic travel within Ireland. From time to time you may be required to work outside of normal office hours to fulfil the duties of the role.

The IUA operates a flexible working model, and this role can be partially fulfilled through remote working. However, the role will require some in-office working at our office on Merrion Square, Dublin 2, especially in the early stages, with regular face-to-face engagement with key stakeholders as required.

Salary in the range of €70,000 to €75,000 commensurate with experience will be offered. Annual leave entitlement is 25 days per year (not including bank holidays).

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.

**About the IUA:**

The Irish Universities Association (IUA) is the representative organisation for Ireland's research intensive universities including DCU, MU, TCD, TU Dublin, University of Galway, UCD, UCC and UL.

IUA acts as the sectoral 'voice' of its university members and is committed to:

- clearly and publicly articulating the importance and value of university education
- acting as an advocate for the university system
- providing effective liaison and dialogue with the State and its agencies
- ensuring the system is resourced and prepared for the challenges of the future
- developing sectoral policies and strategies
- maximising the contribution of higher education in all its dimensions to society and the economy.

**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 23:59 10th March 2024 to: [marguerita.lardner@iua.ie](mailto:marguerita.lardner@iua.ie) Tel. 01 6764948.

Interviews will be held on the 19<sup>th</sup> or 20th March.