About the role

Job Title  Peer Mentor Programme Coordinator

Location  Primarily DCU Glasnevin campus

Unit  Leadership & Student Engagement. Office of Student Life

Reports to  Head of Unit on day-to-day basis
(ultimately Director of Office of Student Life and Director of Student Support & Development as project sponsors)

Grade  Coordinator Scale €32,669 – €44,507 p.a (the successful candidate is likely to be offered the role on the starting point of this scale)

Contract  Jul 2021 – Jun 2022*, full-time, 35 hours/week Mon – Fri
(occasional evening/weekend work may be required)

*an extension beyond Jun ’22 is subject to funding

Purpose

In pursuit of providing a ‘transformative student experience’ (Dublin City University Strategic Plan) and to ‘support and enhance the lives of Dublin City University students’ (DCU OSL Mission), the Office of Student Life and Student Support & Development are developing a new Peer Mentor Programme Coordinator. We are recruiting a Peer Mentor Programme Coordinator to help our students thrive at university. This individual will be responsible for the coordination and ongoing development of an exceptional Peer Mentoring Programme for 2021/22 academic year focusing on our First year students and their successful transition to university life initially.

This role is perfect for someone who is proactive, displaying strong initiative, with a passion for higher education and/or working with students
and ready to hit the ground running. You’ll have a good understanding of volunteering and volunteer management and will have some previous experience in project coordination/management and the roll out of student-facing initiatives.

**Role Description**

**Peer Mentoring**

- Lead implementation of a Peer-Led Mentor programme across the University working with internal stakeholders to assist in planning, coordinating, and recording data related to activities undertaken as part of this initiative.
- Create initiatives to recruit, train, and retain Peer Mentors
- Liaise and communicate with the student body, student leaders and student groups to help promote, enhance and deliver the scheme in the most effective manner
- Be responsible for the coordination of events and the promotion of the mentoring scheme in conjunction with the OSL and University’s communication teams
- Be responsible for the co-creation and administration of the mentoring programme through DCU’s Virtual Learning Environment

**Training & Quality Assurance**

- Create, populate and maintain reporting tools and feedback for assessment, evaluation and quality assurance purposes;
- Design an evaluation tool to gather stakeholder feedback and measure effectiveness of the initiative;
- Analyse data and produce quantitative and qualitative reports as required
- Design, deliver and promote effective training programmes and events to enable mentors, mentees, and other student leaders to perform to the best of their ability.

**Student Engagement & Leadership**

- Conduct a mapping exercise of all current initiatives available to students (e.g. Uaneen award, club or society committee member, volunteer
opportunities, alumni mentoring, class reps, SS&D training etc.) and design a ‘Development Framework’ articulating all available opportunities to students which contribute to their holistic development

- Work alongside internal and external departments and organisations to enhance the support and service provided by the Office of Student Life and where appropriate adopt best practices of other groups to suit our needs
- Other duties and responsibilities as appropriate to the post/unit and as assigned

**Person Specification**

*(E = essential, D = desirable criteria)*

**Qualifications**

- NFQ Level 8 Honours degree or equivalent (E)

**Experience**

- Minimum of 2 years’ experience working in higher education or not-for-profit organisation (E)
- Experience in volunteerism (E) and managing volunteers (D)
- Proven success in project planning and implementation, and ability to work effectively in partnership with both internal and external stakeholders (E)
- Proficiency in recording, assessing and reporting (E)
- Working with students/volunteers supporting a range of strategies to deliver an effective mentoring/coaching/buddy scheme (D)
- Experience of delivering supports in an educational context (D)

**Knowledge, Skills, and Abilities**

- Good understanding of current issues and themes in Higher Education (E)
- Strong understanding of the needs and motivations of volunteers (E)
- Understanding and commitment to equal opportunities (E)
- Ability to deliver student-centred services (E)
- Proven experience of budget management (E)
- Ability to uphold confidentiality in line with Data Protection laws (E)
Exceptional communication skills both written and verbal (E)

Conducting training needs analysis to help build training (D)

Adept in the use of new technologies and/or Virtual Learning Environments such as Moodle, Blackboard, or Canvas (D)

About the Office of Student Life

The Office of Student Life advances a sense of community, unifying the institution by embracing the diversity of students, staff, alumni, and guests. We complement the educational mission of the university and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational activities, services, and facilities.

We serve as the heart of the University community and create a welcoming environment by:

1. Operating as a student-centred organisation that engages in shared decision making and holistic development through employment and involvement.
2. Advocating for inclusivity and equity, fostering respect, and affirming the identities of all individuals.
3. Educating students in leadership, social responsibility and entrepreneurship and offering first-hand experiences in global citizenship.
4. Providing gathering spaces to encourage formal and informal community interactions that build meaningful relationships.

Our Values

Everything the OSL does is underpinned by our values. These are our core guiding principles and are the standard to which we hold ourselves:

- **Open** – we are transparent and accessible to all DCU students; anybody can get involved.
- **Inclusive** – we want everybody to feel a part of the DCU community, regardless of who you are, where you come from or your stage of life.
- **Supportive** – we are there through the highs and lows; providing valuable services, welcoming spaces, and lively communities.
- **Democratic** – we listen to your voice, and make sure that your opinions are heard and that they matter in your own student-led organisations and to the university.

- **Vibrant** – college is an important time in any student's life; we want to make your time here fun, enjoyable and transformative for all of the right reasons!

- **Compassionate** – we are kind and provide non-judgemental support when and where you need it.

- **Collaborative** – we are firm believers that ‘no man is an island’ and by working together with students, staff, the University, and beyond, we can achieve great things

- **Ambitious** – we are brave and bold as an organisation and in how we enhance student life in DCU. We always strive for excellence.

**Why us?**

We're the opposite of corporate. We're progressive and passionate people working to make a difference in a fun and professional environment. We're committed to equality of opportunity for all. We want to support diverse and inclusive work environments and are actively looking for people who share our values. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability status. We pride ourselves on being an inclusive, fun, and dynamic workplace. We are committed to promoting a positive working environment, and we hold our staff relationships in high regard.

Some of the excellent benefits of working with DCU OSL include:

- Staff wellbeing is important to us. We offer a time off in lieu scheme that allows colleagues to take time back after busy periods, and we encourage everyone to work flexibly around the needs of their role to help support their work-life balance.

- On top of 21-days annual leave per year, we also close for a couple of days during the festive break

- We are committed to providing high-quality training and professional development for our staff. Whether this is a professionally accredited
course, training to boost your skills, or coaching and mentoring schemes, we offer a rounded approach.

- DCU OSL staff have access to a free and confidential Employee Assistance Programme that offers mental health, financial, and other support you may need.
- Our staff also have access to state-of-the-art gym in DCU with a discount on membership
- Our team get involved with lots of social activities throughout the year, including our annual off-campus Staff Away Day, a Festive Party, our Exec Leaving Party, Clubs and Socs Awards and team social events

**How to Apply**

The closing date for applications is 11am, Monday 14\(^\text{th}\) June 2021

Please reserve the following dates in your diary when you apply:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Closing Date for Applications</td>
<td>11am, 14(^\text{th}) June 2021</td>
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<tr>
<td>Longlist Interviews</td>
<td>Week commencing 21(^\text{st}) June 2021</td>
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<tr>
<td>Shortlist Interviews and/or Selection Day</td>
<td>Week commencing 28(^\text{th}) June 2021</td>
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Your application should include:

- A covering letter setting out the motivating factors in your application and demonstrating how you meet the essential requirements set out in the Person Specification
- An up to date, detailed CV including all relevant employment history and expertise

*Please send your application to oslrecruitment@dcu.ie*
For informal queries about the role or application process, please contact podge.sheehan@dcu.ie