



Job Description

College Management Unit:	UCD President's Office
School Unit:	UCD VP for Development and Alumni Relations Office
Post Title & Subject Area (if relevant)	Communications and Development Coordinator, Newman Fellowship Programme
Post Duration:	24 Months
Grade:	SEA
Job Family and Career Level	Academic & Programme Operations and Management – Career Level 2
Job Sizing Reference N°	2022-03-007
Reports to	Programme Director – UCD Newman Fellowships
Competition Ref. N°	015225
HR Administrator	Qiong Zhang

Position Summary:

The Newman Fellowship Programme is UCD's prestigious post-doctoral fellowship programme. Since 1989, leading Irish and multinational corporations, semi-state bodies, voluntary organisations and individuals have supported high-calibre, post-doctoral research across the humanities and sciences through the UCD Newman Fellowship Programme. The programme is 100% financed via philanthropic donations and is a key mechanism for building strategic partnerships between UCD and industry. The administrative and operational functions of the Programme are managed through UCD Foundation.

The Newman Fellowship Programme requires an experienced Communications and Development Coordinator to support its expansion as it seeks to develop and grow its profile, reputation and impact across the University and to its stakeholders. This new and dynamic role is positioned within UCD Foundation's Development Office.

A key priority of this role will be to provide dynamic and flexible administrative support to the Programme Director, assisting with the day to day operational aspects of the programme including; fellows and academic supervisor administrative duties, stakeholder management, fundraising, event management, advancement services and stewardship activities. In addition, a major focus of the role will be a specific responsibility to assist with the development and implementation of an enhanced engagement and communications strategy to increase brand awareness of the Newman Fellowship Programme among its stakeholders, alumni, academics, donors and funders in order to significantly raise its profile both nationally and internationally.

This is a multifaceted role and presents a great opportunity for the right individual to develop and implement new ideas, make their digital mark and also gain a wealth of new knowledge in fundraising within higher education environments. A key and exciting focus of the role will be to generate digital content and proactively coordinate activities across appropriate communications channels. They will work closely with the UCD Foundation Communications Working Group and develop opportunities for collaboration with the Alumni team across a range of digital engagement platforms and UCD Schools and Colleges.

The role will require a resourceful, self-motivated, creative and experienced person who is detail-orientated, has excellent written communication skills and enjoys developing their ideas and implementing solutions.

95 Senior Executive Assistant_2010 (0123_X) Salary Scale: €39,894 - € 49,105 per annum

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

Principal Duties and Responsibilities:

Programme and Administrative Support

- Provide programme and administrative support for the daily operational aspects of the Newman Fellowship Programme, including Newman Fellows recruitment, school registration, scholarship support, account reconciliations, report writing, stewardship and donor liaison duties as assigned
- Serve as the main point of contact to stakeholders, independently respond to general queries, and monitor the general information email account
- Liaise with UCD colleagues in UCD Research, Grant Registration and Research Finance to reconcile and process requests for UCD Foundation Sponsored Research Accounts under the Newman Fellowship Programme
- Work with the Advancement Office to ensure accuracy of financial reporting, proper records management, gift compliance and donation agreement updates.
- Ensure all fundraising activities, meetings and calls under the Newman Fellowship Programme are accurately recorded on CRM and respond to duties as assigned to update CRM and prospect records for monthly Prospect Development meetings
- Provide support to finance on timely invoicing activities, fund transfers under the Newman Fellowship Programme and respond to duties as assigned to update payments tracking for weekly Fund Compliance meetings
- Compile, draft and design donor reports from existing branded templates to communicate the impact of donors' gifts and respond to duties as assigned to update donor reports tracking for monthly Stewardship meetings
- Work with Philanthropy Writer and Fundraisers to produce draft proposals for Newman Fellowship Programme prospect donor meetings
- Work with in-house data team to ensure accurate and complete data records on Raisers Edge CRM
- As Covid Restrictions allow – provide lead support for the coordination of the Annual Newman Fellowship Dinner and related events
- Undertake other such duties and projects as may be reasonably assigned to deliver programme and admin support in the role

Communications Support

- Support the development and implementation of an enhanced engagement and communications strategy to increase brand awareness of the Newman Fellowship Programme
- Independently manage the Newman Fellowship communications channels, as assigned, and share relevant content to Alumni for increasing the engagement of the Newman Fellowship community across all channels
- Maintain and update website pages and invite guest contributions and create spotlight features to ensure visibility and credibility of Newman Fellows successes and achievements

- Collaborate with the Communications Working Group to develop regular monthly Newman Fellowship news features for ezines, and develop two bumper ezines annually to update stakeholders on developments and activity of the Programme and those of Current/Past Fellows
- Develop and draft articles for UCD and Alumni magazines; UCD Today, UCD Connections and prepare documentation and other media requests as assigned

Other Duties

- Support early development plans for a peer-to-peer mentoring scheme for Newman Fellows and the delivery of an annual training and development plan
- Working with colleagues and Development Officers support the production of a podcast series and develop website criteria and suitable platforms to host recordings
- Support the wider Development and Alumni Team with its activities to promote philanthropic fundraising among UCD Alumni as assigned, including UCD Festival, UCD Alumni Awards and other promotional events

Selection Criteria:

UCD has a Job Families Framework and this role is part of the Academic & Programme Operations and Management Job Family and aligns with Career Level 2. Further details on the functional and core competencies outlined in the Job Families Framework are available at <https://www.ucd.ie/hr/promotionsgrading/jobfamilies/>

Mandatory:

Experience and Qualifications

2 -3 years professional experience working in a large organisation or a third level institution and/or a third level degree.

Functional Competencies

- **Business Analysis (Proficiency Level 1):** Good experience of documenting processes, report writing and of contributing to a continuous improvement culture.
- **Data Management (Proficiency Level 1):** Satisfactory knowledge of best practice data management and data governance practices.
- **Operational Resilience (Proficiency Level 1):** Good ability to maintain stamina and performance in everyday tasks and acting effectively under pressure.
- **Support, Guidance and Advice (Proficiency Level 1):** Proven satisfactory capability and experience of providing support, guidance and advice to students, faculty and staff. Covers the welfare and wellbeing of students and staff within the institution as well as operational support and advice, in both informal and formal situations
- **Technical Acumen (Proficiency Level 1):** Good technical skills; applies and improves technical knowledge, skills, and judgment to accomplish a result or to accomplish tasks effectively

Core Competencies

- **(Proficiency Level 2)** Strong Planning and Organisation skills including the ability to plan and organise own work effectively, set clear priorities, organise activities, and ensure outputs are delivered in agreed timeframes.
- **(Proficiency Level 2)** Strong communication skills, enabling effective communications, orally and in writing, including listening skills and openness to other viewpoints.
- **(Proficiency Level 1):** Good Relationship building skills, working in partnership with others and encouraging co-operation to ensure best results.
- **(Proficiency Level 2)** The ability to Take Initiative including acting early to address problems and find solutions, make suggestions for enhancement, and attend to own development in a proactive manner.
- **(Proficiency Level 2)** Service Focus and Innovation, Strong ability ensuring the provision of high quality

services, and innovation to improve systems and procedures.

- **(Proficiency Level 2)** Good Organisational Awareness, understanding UCD's organisation and governance structures.
 - Candidates must demonstrate an awareness of equality, diversity and inclusion agenda

Desirable:

- Fundraising experience
- Knowledge of Raiser's Edge CRM
- Event management experience
- Proficiency with online and digital media platforms
- Graphic Design abilities using online platforms such as Canva

Further Information for Candidates:

Equality, Diversity and Inclusion:

Equality, Diversity, and Inclusion (EDI) at UCD

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. Diversity is highlighted in the university's strategic plan as one of the core values of UCD, and its EDI commitment is further demonstrated through the strategic objective relating to the attraction, retention, and development of an excellent and diverse cohort of students, faculty and staff. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. The university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult UCD's equality, diversity and inclusion policies here <https://www.ucd.ie/equality/>.

UCD's Equality, Diversity and Inclusion Strategy 2018-2020-2025 sets out the University's objectives aligned to UCD's ten equality grounds. [Link](#)

UCD's Vice President for Equality, Diversity and Inclusion chairs the University EDI Group which works across UCD's ten equality grounds in collaboration with College Vice Principals for EDI and EDI School Representatives. UCD's Equality, Diversity and Inclusion Unit supports the mainstreaming of EDI through the EDI Group and these roles and leads on the delivery of the EDI Strategy through a range of initiatives including policy development, awareness raising and training, internal and external relationship building, collation and analysing of data, establishing peer support groups and networks, attainment of accreditations such as Athena SWAN and supporting and promoting an environment of mental health and wellbeing and dignity and respect.



UCD has EDI staff networks which are a great opportunity to meet colleagues, network and engage with equality, diversity, and inclusion initiatives in UCD.

UCD's EDI Staff Networks include:

- **UCD staff disability network**

- UCD LGBTI staff network
- UCD Women@STEM
- Multicultural Employee Network UCD (MENU)

You can join UCD's EDI Staff Networks here: <https://www.ucd.ie/equality/groups/edinetworks/>

UCD is also engaged with the following initiatives:



Athena SWAN at UCD

University College Dublin has received its second Athena SWAN Bronze institutional award in recognition of the university's work towards gender equality. To achieve this accreditation, an institution must demonstrate that it has undertaken a thorough self-assessment of gender equality challenges and has developed a detailed action plan to tackle them. The [UCD Gender Equality Action Plan 2020-2024](#) was prepared by the [Gender Equality Action Group](#) and its Working Groups, in a process that involved external benchmarking, an EDI employee survey, focus groups and consultation across the university. It includes actions relating to recruitment, promotions, leadership, work practices, organisation and culture. The implementation of the Plan is already underway and includes mechanisms to track progress on each of the actions. This action plan includes the actions that arose from the review of the university's policy and procedures on Dignity and Respect.

Age-Friendly University

University College Dublin is proud of its designation as an **Age-Friendly University** as part of the AFU Global Network. The principles of an Age-Friendly University are: To encourage the participation of older adults in all the core activities of the university, including educational and research programmes.

University of Sanctuary

UCD was awarded **University of Sanctuary** status in 2018, (UoSI) is an Irish initiative to encourage and celebrate the good practice of universities, colleges and other education institutes welcoming refugees, asylum seekers and other migrants into their university communities and fostering a culture of welcome and inclusion for all those seeking sanctuary.

Open Doors Initiative

UCD has joined a group of over 95 companies and NGOs, who work with government to create pathways to employment for marginalised people. These can be internships, scholarships, training courses, aiding entrepreneurs or full/part time employment, from a range of backgrounds and abilities.

These can be developed out on a bespoke basis with organisations to include specific projects. This group work with refugees, asylum seekers and migrants, people with disabilities and disadvantaged youth (including those from a traveller background, LGBTIQ+ etc).

They offer online training, mentorships, assisted learning, seminars, inhouse training for existing employees on a range of subjects and can assist with funding for training courses you run. They have ongoing meet ups with other companies and supporting partners who are working to create diversity and inclusion within their organisations.

More details are available on our website here: www.opendoorsinitiative.ie

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2020-2024: Rising to the Future	https://strategy.ucd.ie/
The College/Management Unit:	
The School/Programme Office/Unit:	
Other (Please specify):	https://www.ucdfoundation.ie/ https://www.ucdfoundation.ie/research-and-learning/newman-fellowship/

Relocation Expenses:

- Will not apply
- Will be applied in accordance with the [UCD Relocation Policy](#)

Garda Vetting required:

- NO**
- YES** – Garda Vetting will be conducted for the recommended candidate(s) as part of the selection process for the post in accordance with the [UCD Garda Vetting Policy](#)

Eligibility to compete and certain restrictions on eligibility

Incentivised Scheme for Early Retirement (ISER):	It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position
Department of Health and Children Circular (7/2010):	The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to complete in this competition.
Collective Agreement - Redundancy Payments to Public Servants:	The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter

	<p>the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.</p>
<p>Declaration:</p>	<p>Applicants will be required to sign a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p>
<p>Superannuation and Retirement:</p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered an appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p>
<p><i>a. Pensionable Age</i> - The minimum age at which pension is payable is 66 in line with State Pension age changes.</p> <p><i>b. Retirement Age</i> - Scheme members must retire at the age of 70.</p> <p><i>c. Pension Abatement:</i></p> <ul style="list-style-type: none"> • If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position. • Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007 <p>The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p> • Ill-Health-Retirement <p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p> <p><i>d. Prior Public Servant</i> - While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or</p>	

not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. Pension Accrual - A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. Pension-Related Deduction - This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.