



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Post Specification

Post Title:	Summer intern with disability 2022
Post Status:	3-month fixed-term contract (June – August 2022)
Department/Faculty:	Disability Service, Trinity College Dublin, the University of Dublin
Location:	Disability Service Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
Reports to:	Head of Student Disability Supports
Salary:	€420 per week
Hours of Work:	35 hours per week
Closing Date:	xxxx
Interview Date:	xxxx

The successful applicant will be expected to take up post on 1st June 2022, or as soon thereafter as possible. Please note that Garda vetting will be sought in respect of individuals who come under consideration for a post.

JOB DESCRIPTION

The Trinity Disability Service in partnership with Trinity Careers present our first [‘Employability: Disability Inclusion Pathway’](#) programme available to incoming first years and all current students registered with the Disability Service. This programme was developed to support students with disabilities to develop the employability skills necessary for career readiness and transition to the workplace. This post is also being developed in line with the Trinity College Dublin & TCD Students’ Union Student Partnership Policy to show evidence of the importance of real engagement and student partnerships.

Pre-entry to first year experience

Working in conjunction with the Pre-entry lead work in the following developments:

- Disability Service Pre-entry website: Review and update pre-entry information on DS website for prospective students.
- Disability Service Handbooks: Review and update student and parent handbook content. Review handbook format to ensure effective communication of key prospective student and parent information
- Prospective student resources: Update text for pre-entry materials including TCD prospectus, GSU, Global Office, SU, S2S content on Disability Service.
- Prospective student events: assist in the planning and delivery of events, webinars, information sessions etc for prospective students and parents throughout the summer months.
- DS Orientation Event: Assist in the planning and delivery of the annual orientation event including format of the day, presentation slides, venue bookings, drafting invitation text, event promotion on social media. Assist in the recruitment and training of student volunteers.
- Orientation: Update calendar of events for semester 1 in DS calendar including all DS group sessions and orientation activities, SU themed weeks etc.
- Production of Social Media across all platforms for all pre-entry and Orientation events.
- Report on work undertaken at weekly staff meetings.

Assistive Technology supports

- Develop assistive technology training resources for new entrants and present these at orientation events.
- Work with the Assistive Technology Officer on reviewing content and decide upon messaging for the following academic year to promote better student engagement with technology.

Academic Supports

- Develop academic support training resources for new entrants and present these at orientation events.
- Work with the Academic Support Officer on reviewing content and decide upon messaging for the following academic year to promote better student engagement with academic support.

Physical Access

- Assist the Director of DS on any physical access projects that require attention during summer 2022. This will include reviewing content and information at <https://www.tcd.ie/disability/physical-access/index.php>

General

- Assist DS staff with the launch of Printing House Square and any events that will take place.
- Complete and adhere to the DS Confidentiality Agreement.
- Familiarise yourself with Trinity Data Protection policy and procedures.
- Attend College events relevant to role.
- Comply with established Disability Service procedures as outlined in the DS manual for effective service delivery.
- Comply with all relevant Disability Service policies and procedures and other relevant Trinity policies to ensure good service delivery.
- Perform administrative duties including answering phones, emails, posting to social media, and updating maintaining records.
- Provides coverage for DS staff as needed.
- Liaise and work collaboratively with the Trinity Ability Co-Op as required.

Development Opportunities

- Experience of working in a dynamic service and organisation.

- Utilising DS workplans and objectives, reporting and understanding of KPIs, using reflective practice methodologies including a Reflective Practice Journal.
- Access to DS Director and DS staff for mentoring opportunities.
- Experience of working across a range of DS activities.
- Participation in Trinity and DS in-service training.

Professional Qualifications and Experience

- Working towards Trinity Degree standard.
- Excellent team working skills.

Desirable

- Knowledge of accessibility issues students with disabilities experience in higher education.
- Experience in an administrative role in a club or society/organisation.
- Knowledge and experience of Trinity Disability Services and its programmes.
- Experience of creating engaging social media content (video, audio, imagery) across a variety of platforms and delivering key messaging to a diverse population.

Person Specification

- Strong disability identity to ensure they can articulate and communicate the disability agenda in Trinity
- Identify as being a person with a disability, capable of articulating the advantages and challenges faced in higher education.

- Excellent interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent communication and team working skills.
- Excellent standards of accuracy and attention to detail.
- Excellent computer skills, specifically MS Office 365 and assistive technology tools used in higher education.
- Demonstrate a willingness to develop IT skills relevant to the role and to the service.
- Excellent organisation skills.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Demonstrate proficiency in the English language so as to effectively carry out the duties and responsibilities of the role.
- Demonstrate flexibility and openness to change.

Application Procedure

This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post. As circumstances change it may be necessary to review the responsibilities outlined above.

Candidates should submit a full curriculum vitae to include the names and contact details of 3 referees (**professional or academic**, email addresses if possible) together with a cover letter (1 x A4 page) that specifically addresses their suitability for this role.

Applications should be sent to Kevan O'Rourke, Disability Service Administrator, askds@tcd.ie before the closing date.

Informal enquiries can be made to Declan Treanor, Director of Trinity Disability Service, dtreanor@tcd.ie.