Post Specification

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Graduate with disability Intern 2021-22</th>
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<tr>
<td>Post Status:</td>
<td>1-year fixed-term contract (7th June 2021 – 6th June 2022)</td>
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<tr>
<td>Department/Faculty:</td>
<td>Disability Service, Trinity College Dublin, the University of Dublin</td>
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| Location:           | Disability Service  
Trinity College Dublin, the University of Dublin  
College Green, Dublin 2, Ireland |
| Reports to:         | Director of the Disability Service |
| Salary:             | €518 per week |
| Hours of Work:      | 37 hours per week |
| Closing Date:       | 12 Noon (Irish Standard time), 5th February 2021 |
| Interview Date:     | During week of 22nd February 2021 |

The successful applicant will be expected to take up post on 07/06/2021, 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.

Post Summary

This is a unique job opportunity for a graduate (UG or PG) with a disability from Trinity College Dublin, offering them the opportunity to experience the reality of a dynamic and emerging area. The postholder will provide support to the student partnership programmes that are key parts of the Disability Service Strategic Plan 2020-25.

The aim is to provide the successful candidate with a range of development opportunities while gaining valuable work experience that may be transferred to a variety of settings.

In addition to specific duties and tasks it is intended that the internship is a learning and development opportunity for the successful candidate.
Further Information
Informal enquiries about this post should be made to Declan Treanor, Director of the Trinity Disability Service at dtreanor@tcd.ie

JOB DESCRIPTION

This post is 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. This post emerged from discussions held with the TCD SU Disability Officer in relation to the need to have the disabled student voice present in all future development of the Disability Service.

Liaison and support of the Trinity Ability Co_op and TCD SU/GSU Officer for students with disabilities

I. Trinity Ability Co_op

- Act as administrative support for the Trinity Ability Co_op, schedule meetings, draft agendas, take and circulate minutes.
- Work on ensuring the delivery of Trinity Ability Co_op projects.
- Support Trinity Ability Co_op members in preparation for any presentations to, or participation in, College committees or events.
- Assist Trinity Ability Co_op members in drafting policy, procedures, articles and communications as required.
- Set out work plans with Trinity Ability Co_op members/leadership team and provide support to the leadership team.
- Identify any training/skills required for Trinity Ability Co_op members/leadership team.
- Organise events for Trinity Ability Co_op in Printing House Square. This will include drop-ins, Trinity Ability Co_op cafes, specific and focused events.
II. TCD SU/GSU Officer for students with disabilities 2021-22

- Set out work plans with incoming TCDSU/GSU Officer for students with disabilities and provide support during initial stages of roles.
- Identify any training/skills required.
- Assist in the organisation of Disability Awareness Week, coordinate DS and Trinity Ability Co_op events/communications.

III. Management of Student Space within the disAbility Hub @ Printing House Square

- Assist with the set-up of the student space within the disAbility Hub @ Printing House Square.
- Manage the student space daily ensuring that it is being used appropriately.
- Promote the student space among the disability community and advertise its availability for events/activities.

IV. Assistant Disability Officer Role

- Work in the daily Disability Service Drop-in assisting students in solving any disability needs assessment issues emerging.
- Work with Disability Officers to ensure the needs assessment process works effectively and identify areas for improvement.
- Report weekly on issues emerging for students out of Drop-in interactions.
- Identify ways of gleaning information and feedback from students who apply for supports and ascertain any potential improvements.
V. **Disability Service Orientation**

- Assist the Summer Intern and Pre-entry to First year experience lead in all events relevant to the effective delivery of the Disability Service Orientation events.

VI. **Disability Service Communications** *(including social media)*

- Review current DS communications mechanisms (email, e-newsletter, social media, website).
- Populate the DS annual communications calendar with key dates; decide on key messages/campaigns/themed weeks to be communicated at specific times during the year.
- Devise mechanisms whereby students can contribute to DS communications throughout the year (surveys, feedback forms, polls, shared content).
- Liaise with Trinity Ability Co_op Comms team, TCDSU/GSU Officer for students with Disabilities and TCD Students’ Union so that key disability related messages are coordinated.
- Produce accessible social media content (video, audio, images) weekly, during term time to maintain a consistent online presence for the Disability Service.

VII. **General**

- Comply with established Disability Service procedures as outlined in the DS manual for effective service delivery.
- Complete and adhere to the DS Confidentiality Agreement.
- Familiarise yourself with Trinity Data Protection policy and procedures.
- Comply with all relevant Trinity Disability policies and procedures and other relevant Trinity policies to ensure good service delivery.
• Perform administrative duties including answering phones, emails, and updating and maintaining records.

• Provide coverage for DS staff as needed.

• Attend meetings, events and training relevant to your post in the Disability Service. Work in a manner with due care and attention to the safety of self and others.

• Implement policies, procedures and safe professional practice by adhering to relevant legislation and regulations and standards locally within each HEI, and nationally.

• Be aware of risk management issues, identify risks and take appropriate action in Trinity. Report adverse incidents.

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

• Education to 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, society or 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

- 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.

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.

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, orourkk3@tcd.ie before the closing date of **12 Noon on 5th February 2021**.

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