# Job Description

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| **Comp ID:** | (…) |
| **Job Title:** | Schools Outreach Coordinator |
| **School/Department:** | School of Computer Science & Statistics |
| **Job Category and Level:** | Professional, Administrative & Support; Administrative 3 |

## The Purpose of the Role

The postholder will coordinate the design, delivery, and evaluation of education and outreach activities for primary and post-primary school students as part of the SCSS Schools Outreach team. They will also contribute to the team in areas including student recruitment, communications with teachers, and liaising with and reporting to funders.

## Context

The SCSS Schools Outreach team (run in conjunction with the Trinity Access Programmes) provides a range of supports and activities for the students and staff in 40 primary and secondary schools. This includes the CodePlus and Bridge to College programmes, CodePlus talks, and other outreach activities. Activities are targeted at schools which either have DEIS status or are located in areas with low rates of progression to further education.

The CodePlus programme aims to promote Computer Science to teenage girls via active, project-based coding workshops and a series of career talks delivered by female tech professionals. Each year, over 200 students take part in coding workshops as part of CodePlus. The Bridge to College programme aims to introduce young students to working and learning in a university environment, raising the students' aspirations regarding third level education, and helping the students develop the skills and confidence to succeed in this setting. Each year, approximately 370 students take part in Bridge to College.

This is a specific purpose contract. The specific purpose is to coordinate and deliver outreach programmes for Secondary School students, in particular the CodePlus and Bridge to College programmes.  This employment is not offered on an indefinite basis as the project is finite. Termination of this contract will occur on completion of the work in which you are engaged in, or in the event of the funding stream being terminated or withdrawn by the funding agency.

## Main Responsibilities

The responsibilities of the successful candidate for the role will include:

**Programme Coordination:**

- Developing and implementing the CodePlus Programme which includes on-campus workshops, in-school talks and graduation events aimed at promoting STEM for young women.

- Developing and implementing the Bridge to College programme which includes facilitation of student workshops.

- Managing and delivering other Schools Outreach programmes.

- Developing new activities and programme content for CodePlus, Bridge to College, and other programmes.

- Recruiting and scheduling students to participate in the CodePlus and Bridge to College programmes, and other Schools Outreach activities, including the collection of consent for both participation and research purposes.

- Recruiting, training, and management of volunteers involved with these programmes.

- Managing the collection of data relevant to tracking the impact of Schools Outreach activities, including the design, administering, and analysis, of student questionnaires and focus group interviews.

- Managing a longitudinal research study exploring the long-term impact of participation in the CodePlus programme, in collaboration with partners in the University of Limerick and the University of Galway.

- Reporting to, and liaising with private funders, affiliated linked schools and organisations, and other programme partners.

- Building relationships with teachers and management in partner schools and partners in other HEIs.

- Management of CodePlus and Bridge to College social media accounts.

- Building partnerships with individuals and schools across college to create and develop outreach offerings for primary and secondary school students.

- Building relationships with teachers and management in partner schools and partners in other HEIs.

**Schools Outreach - General:**

- Supporting the Schools Outreach team in the delivery of student outreach programmes.

- Assisting with student recruitment for other programmes.

- Providing quantitative and qualitative data for ad-hoc reporting and research requests.

- Facilitating the compilation and completion of corporate, governmental and College reports.

- Event management.

- Assisting with communications and social media output, as needed.

- Any other duties that arise from time to time as directed by the Schools Outreach manager, including deputising for colleagues as required.

## Person Requirements

The successful candidate will ideally have:

## Qualifications

A level 8 qualification in education, STEM or a related area.

## Knowledge & Experience

- Previous work experience in a related area.
- Experience of working with primary and post-primary school students.
- Experience of engaging with philanthropic and corporate organisations.
- An understanding of issues relating to educational access by students from under-represented socio-economic groups.
- An understanding and experience of evaluating educational programmes.
- Proven ability to design and deliver workshops, including content related to computer science and programming.
- Experience working with hardware and software used in Computer Science education e.g. Scratch, Python, Arduino etc. (**essential**).

## Skills & Attributes

- Proven ability to multi-task and work in a pressurised environment with the ability to meet tight deadlines.
- Excellent interpersonal, organisational and communication skills with a high level of accuracy and attention to detail.
- Proven ability to work effectively as part of a team.
- Proven ability to work on own initiative with the ability to circumvent problems thatmay arise.
- Proven ability to design and deliver student education workshops.
- Strong leadership and motivational skills.
- Strong computer literacy with good working knowledge of standard software.
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## Core Competencies

- Takes responsibility for own work.
- Makes suggestions, looks for ways to continuously improve.
- Open to change.
- Reliable, cooperative, and trusted team member.
- Takes pride in providing excellent service.
- Keeps stakeholders (internal and external) informed on progress.
- Communicates clearly, concisely, and accurately in a professional and friendlymanner.
- Identifies and pre-empts problems and proposes solutions.
- Manages time and effort to achieve objectives to a high standard, with accuracy andon time.
- Competent in using technology in own work.
- Written and verbal communication.
- Committed to achieving results, putting in additional effort as required.

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on 'how' tasks are achieved, not 'what' is achieved.

Below is a summary definition of the 6 Core Competencies.

| | Competency | Summary Definition |
|---|---|---|
| 1 | Agile Leader | Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there. |
| 2 | Unlocks Potential | Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability. |
| 3 | Service Ethos | Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations. |
| 4 | Builds Trusted Relationships | Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes. |
| 5 | Decision-making | Confidently makes timely decisions based on knowledge, evidence and sound judgement. |
| 6 | Achieves Results | Delivers results by setting direction, planning, executing and evaluating impact. |