

Applications are invited from suitably qualified candidates for the following position

**Equality, Diversity and Inclusion Engagement Coordinator**  
**Professional 4**  
**DCU People**  
**3 Year Fixed Term Contract**

**Dublin City University**

Dublin City University (DCU) is a leading innovative European University, proud to be one of the world's leading Young Universities. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

**Overview of the department**

At DCU People, our mission is to cultivate a vibrant employee experience that empowers every team member. We are committed to fostering a community that values collaboration and individual growth, where every role contributes to shaping a positive and impactful workplace. As a 'People First' institution, DCU prioritizes Equality, Diversity, and Inclusion, helping all staff and students succeed.

We provide comprehensive Human Resources support, nurturing talent, fostering growth, and enabling staff to Emerge, Thrive, and Lead within DCU. Our services encompass all aspects of human resources across five faculties, 24 schools, and three campuses.

For more information please visit: <https://www.dcu.ie/people>

**Role Profile**

Reporting to the EDI Manager, the EDI Engagement Coordinator will work closely with relevant members of the Learning and Organisational Development team to support the coordination and administration of key equality, diversity and inclusion initiatives within DCU. These include providing

governance support; leading EDI learning and development opportunities, and events; overseeing communications and campaigns; and supporting staff networks.

The role will ensure a cohesive and structured approach to EDI engagement, awareness, and training across the University, focused on creating an inclusive, safe, and respectful working environment and enhancing the overall employee experience.

### **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

#### **EDI Governance Coordination & Administration**

- Provide coordination and administrative support to the EDI Governing Authority Subcommittee, EDI Steering Committee, and EDI Working Groups.
- Track and report on progress against DCU's EDI strategy and action plans.
- Manage documentation, meeting schedules, and communications for EDI governance structures.

#### **EDI Learning & Development**

- Coordinate the scheduling and administration of EDI training for staff, in collaboration with training providers, ensuring alignment with DCU People priorities and EDI strategy.
- Support with the implementation of the Aurora Women's Leadership Programme and DCU's Women in Leadership initiatives, managing participant engagement and evaluation.
- Support evaluation of training effectiveness and identification of emerging needs to enhance learning opportunities.
- Liaise with internal and external stakeholders to enhance EDI learning opportunities.
- Deliver presentations on EDI topics to staff.

#### **EDI Events**

- Plan and deliver key EDI events, including International Women's Day, Black History Month, Pride, and other cultural celebrations and launches.
- Coordinate logistics, speakers, and communications for events and awareness-raising initiatives.
- Engage with both internal and external stakeholders to maximise event impact.
- Work closely with Staff Networks to ensure events are inclusive and reflective of DCU's diverse community.

#### **EDI Communications & Campaigns**

- Develop and implement communication strategies to promote EDI activities and initiatives.
- Manage EDI-related content for the University's website, newsletters, and social media platforms.
- Coordinate awareness campaigns, ensuring visibility and engagement across the DCU community.
- Designated contact for managing the EDI Inbox.
- Collaborate with relevant teams to ensure a consistent and inclusive institutional narrative.

#### **Staff Network Support**

- Act as a key point of contact for staff networks, providing guidance and administrative support on governance, event planning, and funding opportunities.
- Facilitate collaboration between staff networks and the EDI Office.
- Support the development and sustainability of networks by identifying resources and training opportunities.

### **Qualifications and Experience**

This role offers an exciting opportunity for individuals passionate about advancing EDI in an inclusive and dynamic environment. We encourage applicants from all backgrounds who believe their experience and skills can bring value to the role.

#### **Essential**

- A degree (NFQ Level 7 or higher) or equivalent in a relevant field such as Equality, Diversity & Inclusion, Human Resources, Social Sciences, or a related discipline.
- A minimum of two years' experience in communications/campaigns, training and event management, administration, or a similar role, preferably within an EDI, HR, or higher education environment.
- Demonstrable understanding of Equality, Diversity, and Inclusion (EDI) principles and their application in workplace policies and initiatives.
- Experience in managing multiple projects, meeting deadlines, and collaborating across diverse teams.

#### **Desirable**

- Ability to build strong relationships with key stakeholders, ensuring active engagement and meaningful participation in EDI initiatives.
- Ability to deliver clear and impactful messages that engage a diverse audience, ensuring EDI initiatives are understood and supported across the university.
- Experience in organising engaging and meaningful EDI events that reflect organisational values and resonate with the diverse DCU community.
- Previous experience working in a higher education institution or a large, complex organisation.
- Familiarity with EDI accreditations and frameworks, such as Athena Swan, the Consent Framework or the Anti-Racism Principles.

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In addition to the above, the ideal candidate will be:

- Committed to EDI: Passionate about creating inclusive environments and driving positive change.
- Proactive and Self-Motivated: Ability to take initiative, problem-solve, and work independently.
- Detail-Oriented: Strong attention to accuracy and the ability to manage multiple priorities.
- Empathetic and Culturally Aware: Sensitivity to diverse perspectives and experiences.
- Effective Communicator: Ability to develop a range of communications to engage diverse audiences.

#### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR), Equality, Diversity and Inclusion in Higher Education, and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

**Salary Scale:** Professional 4 - €43,732 - €64,044.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

**Closing date: Friday 20th June 2025**

**Additional Information**

Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

**Remote Working Policy**

From the 1st of November 2024, DCU will operate its newly agreed [Remote Working Policy](#). Employees may be approved for up to 2 days of remote working per week (or an appropriate pro rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of 'Student Focused'. Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the remote working policy will apply.

**For more information on DCU and benefits, please visit [Why work at DCU?](#)**

**Informal Enquiries in relation to this role should be directed to:**

Ms. Rachel Power, EDI and Employee Engagement Manager, DCU People, Dublin City University.

Phone + 353 (0)1 7007470 Email: [rachel.power@dcu.ie](mailto:rachel.power@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

**Application Procedure:**

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete and will not be processed.

***Dublin City University is an equal opportunities employer.***

***In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.***

***The University's Athena SWAN Silver Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)***

