



EUROPEAN UNION
Asylum, Migration
and Integration Fund

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EMBRACING DIVERSITY, NURTURING INTEGRATION PROGRAMME (EDNIP) 2 PROJECT LEADER (15 month, full time post)

JOB SPECIFICATION AND CONDITIONS OF EMPLOYMENT

1. PREAMBLE

Mary Immaculate College is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's menu of educational programmes expand across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in twelve undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

2. CANDIDATE PROFILE & SCOPE OF THE POSITION

Mary Immaculate College wishes to fill the position of Project Leader for the Embracing Diversity, Nurturing Integration: Learning for Life Project (EDNIP 2) on a 15-month, fulltime, fixed term basis commencing in October 2022 and ending in December 2023.

EDNIP 2 is a continuation of a research and intervention project working across 5 DEIS band 1 schools in Limerick City since 2017. The project uses a partnership approach to support schools to embrace diversity and nurture integration. EDNIP 2 will continue to work with

schools to build on good practice and develop and deliver a model of management, intervention and research. The five schools have a combined enrolment of approx. 995 children from 40 countries, speaking 26 languages and practicing 17 religions.

Funded by the National Integration Fund through the Department of Children, Equality, Disability, Integration and Youth, a donation from a Philanthropic Trust and a grant from the Rethink Ireland Education Innovation Fund, EDNIP 2 will deliver a new phase of the project from September 2021 until December 2023 with 1 full time Project Leader and 1 part-time Project Worker.

The role of the Project Leader is to work with schools, parents, children and community partners to coordinate a range of interventions and research to promote integration across the five schools.

Project partners include the Transforming Education through Dialogue (TED) Project, Curriculum Development Unit (CDU), Mary Immaculate College (MIC), five DEIS band I primary schools in Limerick City, the Limerick Education Centre, Limerick City and County Education and Training Board and Limerick City and County Council. The Project Management Committee (PMC) comprises membership from all partner schools and organisations.

This project acknowledges the rapidly changing cultural diversity in schools and communities in Limerick city, and recognises the current humanitarian crisis linked to migration and the rise of racism, fear and terrorism. It acknowledges the role the school can play in answering the need to create awareness and nurture empathy and solidarity so that all children, families and communities might live together in respect and so thrive (Pacino, 2008, 16). For many families the school is the societal institution they first come in contact with.

The aim of EDNIP is to support migrants to integrate into Limerick city and Irish society. It includes a range of in school and after school supports for all children, their families and school staff in participating schools based on needs identified and informed by best practice.

Each of the participating schools has developed a School Integration Committee (SIC). Membership of the SICs includes school staff, project staff, parents, community members and representatives of voluntary and statutory organisations. Additionally, a Community of Practice (CoP) has developed across participating schools to share good practice, build capacity and nurture sustainability.

EDNIP works with key organisations that deliver training and supports to build a cohesive, coordinated plan to strengthen integration. Barriers to integration at systemic and personal level will be addressed.

Essential Qualifications, Experience & Skills:

1. A qualification at Level 8 on the National Framework of Qualifications or higher in Education/Community work, Social work, Youth work, Social care, or a cognate area;
2. Leadership/project management experience with children/schools/ community/families;
3. A minimum of 3 years' relevant experience in the field of education, community work, social care or a cognate area;

4. A proven record of interest in the field of educational disadvantage /integration/ social inclusion/community work and a keen understanding of and familiarity with current research in the area of integration;
5. The skills to lead and collaborate in the research dimension of the project, and have an appreciation of the value of research for the full implementation of the project;
6. Knowledge of legislation relating to migrants and knowledge/experience of working with children including child protection legislation;
7. Strong leadership and people management skills including resource development, effective collaboration, public relations and media management and the ability to handle multiple priorities while adhering to strict deadlines;
8. Strong administrative skills including budgeting, report writing and IT skills;
9. Capability to plan effectively with the ability to work effectively as part of a team and on their own initiative;
10. Excellent communication and organisational skills, the ability to work under pressure plus ability to maintain high levels of confidentiality and discretion;

It is desirable that candidates will also have:

11. Experience working with schools and/or community and/or parents and/or children and/or with migrant communities;
12. Relevant postgraduate qualification

Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge. Applications are welcome from people who have a positive outlook to Irish.

Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the TED Coordinator to whom they will report, and to whom they are responsible for the performance of these duties in the first instance. Within MIC, the appointee will report through the TED Coordinator, to the Director of the Curriculum Development Unit, the Dean of Education and the College President and/or such other College Officers as the President may designate from time to time. The appointee will also provide reports to the EDNIP Project Management Committee.

The reporting relationship may be subject to review from time to time, in line with service needs and developments in the College.

Duties and Responsibilities

- Manage and supervise project staff.
- Work with the school community (school staff, children, parents and community members) to coordinate School Integration Committees in each of the participating

schools in consultation with key school staff and develop an Integration Community of Practice (CoP) across the SICs of the participating schools.

- Develop and deliver programmes/workshops/training in collaboration with other stakeholders. The Project Leader and staff, in consultation with the TED Coordinator, the Project Management Committee and SICs, will develop school specific programmes. These will include in-school and after-school activity for children, holiday time activity for families, activities for parents and programmes/training will be aimed at building capacity and understanding of integration, promoting integration and celebrating diversity;
- Plan a detailed work schedule to enable the project to reach its goals, in collaboration with project staff, TED Coordinator, SICs and the PMC. The plan will involve the design and delivery of training, programmes and workshops for school staff, parents, community and children and research activity to evaluate the practice of the initiative in relation to promoting integration.
- Review and monitor progress. The Project Leader will review and monitor progress in consultation with the project staff, the TED coordinator and the PMC. The Project Leader will be responsible for writing progress reports.
- Allocate workloads. The Project Leader, in collaboration with the TED Coordinator and the PMC, will hold responsibility for the allocation of workloads to project staff.
- Liaise and partner with support groups and agencies in order to ensure that the migrant community are aware of and supported to access various services (e.g. social welfare, educational and health care supports) and organisations (e.g. sporting organisations);
- Lead publications. The Project Leader will take a lead position in the production of publications, including the project report and information pamphlets;
- Participate in professional development opportunities. The Project Leader, in consultation with the TED Coordinator, will be responsible for identifying professional development opportunities that may build staff capacity and expertise to carry out this work;
- Liaise and partner with support organisations and agencies. The Project Leader will build on existing partnerships and nurture additional partnerships in order to progress the work of integration;
- The project leader will keep a record of all income and expenditure and prepare reports for the TED Coordinator and Director of CDU.

The work is broadly defined and the list of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

4. TERMS AND CONDITIONS OF EMPLOYMENT

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Place of Work

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

Exclusivity of Service and Outside Work

The person appointed will be required to devote his/her full-time attention and abilities to their duties during their working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, they may not, without the prior written consent of the Vice President Administration and Finance, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

The appointee will not, during their tenure of office, undertake paid outside work unless they have received the permission of the Vice President Administration and Finance (VPAF) of Mary Immaculate College to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of the VPAF. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

Probationary Period

This appointment is subject to satisfactory completion of the standard 9 month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

Hours of Attendance

Full time hours are 35 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5pm with a 1 hour unpaid lunch break and Friday 9am to 4.45pm with a 45 minute lunch break each day. The duties attaching to the position are such that the post holder may be required to work occasional evenings or weekends to meet service needs. Subject to College policy, the post holder may avail of "Time-Off-In-Lieu (TOIL)" or overtime where working hours exceed 35 hours per week.

The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

Salary

The Salary scale for this position has been approved by the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

This post is at Senior Executive Officer (SEO) grade. With effect from 1st February 2022, the annual salary scale for Senior Executive Officer (Grossed up) is:

€51,853; €53,131; €54,603; €56,089; €57,578; €58,908; €60,263; €61,581, €62,893, €65,147 (LSI) €67,410 (LSI)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Service Charge (USC).

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College's website.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges' of Education Pension Scheme may be obtained from the College's Human Resources Office.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Annual Leave

The annual leave entitlement for this grade is **29** working days per leave year. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Sick Leave

There is a discretionary sick pay scheme, details of which are available from the Human Resources Office. Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education & Skills and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All policies are outlined on the

College's Staff Portal for College employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

Termination of Employment

At least two calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

- A qualification at Level 8 on the National Framework of Qualifications or higher in Education/Community work, Social work, Youth work, Social care, or a cognate area;
- Leadership/project management experience with children/schools/ community/families;
- A minimum of 3 years' relevant experience in the field of education, community work, social care or a cognate area;
- A proven record of interest in the field of educational disadvantage /integration/ social inclusion/community work and a keen understanding of and familiarity with current research in the area of integration;
- The skills to lead and collaborate in the research dimension of the project, and have an appreciation of the value of research for the full implementation of the project;
- Knowledge of legislation relating to migrants and knowledge/experience of working with children including child protection legislation;
- Strong leadership and people management skills including resource development, effective collaboration, public relations and media management and the ability to handle multiple priorities while adhering to strict deadlines;
- Experience working with schools and/or community and/or parents and/or children and/or with migrant communities;
- Relevant postgraduate qualification

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some

candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

Interview

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which temporary appointments to this position of **EDNIP 2 Project Leader** may be filled during the life of the panel (12 months).

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Medical Examination

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to participate in pre-employment health screening.

Making of Applications

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website. www.mic.ul.ie/about-mic/vacancies. Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **EDNIP 2 Project Leader** no later than:

2pm on Thursday 29th September 2022

Applications will be acknowledged within 2 working days of submission. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement within 2 working days of submitting your application please contact the HR Office by emailing hr@mic.ul.ie

Late applications will not be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without his/her knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

September 2022