

# **Appointment of a Development Coordinator**

## **For the**

## **National Student Engagement Programme (NStEP)**

The partners supporting the NStEP programme now seek applications for the post of **Development Coordinator** on a two-year fixed-term contract.

### **ABOUT NStEP**

The National Student Engagement Programme (NStEP) was launched in 2016 to develop a national vision for enhancing and embedding student engagement within higher education. NStEP is a joint initiative of the Union of Students of Ireland (USI), the Higher Education Authority (HEA), and Quality and Qualifications Ireland (QQI). NStEP develops and supports student engagement in decision-making in Irish Higher Education Institutions (HEIs), underpinned by the principle of “student as partner” with involvement in NStEP requiring a partnership between staff in HEIs and student representatives.

To date, this national programme has brought together staff and students within their own contexts, with the aim of fostering a culture of meaningful engagement. NStEP provides space for collaboration and capacity building, for sharing ideas, and for creating best practice to elevate the student voice and to implement student/staff partnerships. This work is supported by the NStEP Steps to Partnership framework for authentic student engagement in decision-making, published in 2021.

The value and impact of NStEP has been evident through institutional engagement with CINNTE institutional quality reviews, developing strategic plans, and evolving partnership at different levels of institutional decision making.

The national partnership of the HEA, QQI, and the USI aims to champion student partnership at the strategic level and embed meaningful student engagement in future sectoral developments. NStEP has given a platform for partnership between staff and students and for collaborations between institutions, students’ unions and national agencies to enhance the student experience. It offers:

- High quality training to students through the development and implementation of a highly successful programme of Student Representative Training for undergraduate and postgraduate students. This empowers them to engage and support institutions to develop their processes of listening and responding to the student voice, recognising that students need to be supported to engage in decision making, feedback and strategy development.
- Institutional analysis and support to enable institutions to progress a culture of meaningful engagement. NStEP facilitates institutional analysis workshops in which senior leaders, staff, and students of Irish HEIs have come together to examine student engagement practice and experiences within their setting.
- Identification and sharing of best practice approaches across a range of activities. Since its launch, the NStEP participants have come together to examine significant thematic areas, and projects relevant to student partnership. The NStEP network, launched in 2017, provides a space for best practice approaches to be explored and shared.

The current NStEP Strategy sets out three core strategic objectives:

- Strengthening the value of student engagement nationally
- Developing the leadership capabilities of students in Irish higher education

- Supporting staff and students across the sector to foster a culture of partnership

The strategy aims to build upon the work carried out to date, push the boundaries of our understanding of student partnership, and ensure impact is both achieved and communicated. NStEP is entering an exciting new phase of development, with its next Strategy due to be launched in May 2022.

To find out more about NStEP and the Student Training Programme, visit [studentengagement.ie](https://www.studentengagement.ie)

The NStEP Steering Committee is now seeking a new Development Coordinator to support the Programme Manager in the development and roll-out of that vision and strategy.

The successful applicant will be employed by the Union of Students in Ireland, reporting directly to the Programme Manager and ultimately to the NStEP Steering Committee (the USI, the HEA, and QQI) The Development Coordinator will work to support and expand the Student Training Programme, to identify and develop resources for students and staff to ensure the successful implementation of the programme strategy, work to enhance communications, and to support the Programme Manager in day-to-day operations.

There will be a need for the successful candidate to travel regularly within Ireland for meetings, updates and institutional visits, and some international travel will also be required from time to time. During key training periods there may also be some requirement to work outside of normal working hours.

## **The Role**

The Development Coordinator will provide key support to the Programme Manager in the following areas:

### Training Delivery and Development

- Administration of the Student Training Programme, including liaison with Students' Union, institutional staff, and NStEP Student Trainers
- Mentoring and oversight of the work of the NStEP Student Trainers, including identifying skills development and opportunities for Trainers to fully contribute to the programme
- Delivering training to support NStEP's Student Training Programme, as well as emerging institutional staff professional development initiatives
- Reviewing and revising existing training materials to ensure they remain fit-for-purpose, including the use of digital platforms and digital tools to support student and staff learning.
- Identifying additional training requirements across the sector, and developing resources to support these needs
- Development of workshops and events to support students and staff to collaborate on relevant issues in higher education.

### Communications

- Working with the Programme Manager to create and implement a communications plan
- Compiling reports and communications for a variety of audiences across Irish higher education to ensure staff in higher education understand the strategy and objectives of the NStEP programme
- Maintenance of the NStEP website and other digital platforms, including content creation

- Supporting and building relationships with key partners and stakeholders to ensure clear and positive communication and a drive towards mutual goals

#### Resource and Policy Development

- Researching institutional, national, and international developments in Higher Education and student engagement to inform the work of NStEP
- Developing written resources and guidance materials to support students and staff across the sector to implement the aims of the programme

#### **The Person**

Essential requirements:

- A qualification at NFQ level 7
- Demonstrable administrative and organisational skills
- Experience of developing and delivering online and in-person training, with the ability to adapt to different settings and audiences
- Good written and spoken communication skills, with an ability to communicate key messages to a variety of audiences across multiple mediums
- The capability to build collaborative relationships with higher education stakeholders, including students, student leaders, academic staff, volunteers, and professional staff
- The capability to process diverse sources of information and to write succinct, informative and instructive reports/guidelines
- Fluency in communications tools and techniques including design and delivery of presentations and public speaking, development of website content, social media, and report writing

Desirable criteria:

- An understanding of Irish higher education and relevant policy initiatives, including working with students and staff across a range of roles and responsibilities

The position involves hybrid working, with the successful candidate expected to work from USI Headquarters on average 3 days per week. Exact working arrangements are negotiable and will be flexible to the needs of the successful candidate.

The salary for this position is €37,500 per annum.

Please send CV, with cover letter outlining your suitability for the post to Oisín Hassan either via email [nstep@usi.ie](mailto:nstep@usi.ie) or by post to: Oisín Hassan, National Student Engagement Programme, Union of Students in Ireland, 12 Shamrock Villas, Harold's Cross, Dublin, D6W XH75.

Please include **National Student Engagement Programme (NStEP) Development Coordinator** in the subject line.

**Deadline for receipt of applications is 6pm, Tuesday 10<sup>th</sup> May 2022.**

Interviews for the position will be held on the 8<sup>th</sup> and 9<sup>th</sup> June 2022. Applicants must be available on these dates. It is envisaged that interviews will take place in-person.