# Student and Graduate Engagement Officer Job Description

**Job Title:** Student and Graduate Engagement Officer and Get AHEAD Coordinator (known as Student and Graduate Engagement Officer)

**Reports to:** Employment Manager and Education Manager (co-managed)

**Duration:** This position is offered on a permanent basis commencing as soon as possible and is subject to continued funding.

**Location:** AHEAD offices are located within the UCD Smurfit Business School campus in Blackrock, Co. Dublin, however, it is expected the person appointed will work 1-2 days in the office and the remainder from home.

**Hours:** The successful candidate will work full-time (8 hours per day including 1 hour for lunch) Monday to Friday with flexible start times on agreement between 08:00 and 10:00. Occasional weekend/evening work may be required for out of hours events.

**Deadline for Application:** 3pm, Friday 3rd Feb 2023

## About AHEAD

AHEAD, established in 1988, is a non-profit organisation working on creating inclusive environments in education and employment for people with disabilities. [You can find more about what we do by watching this short video](https://youtu.be/EHdlo7-3pbc).

You can also read [AHEAD’s Strategic Plan 2019 – 2022](https://ahead.ie/new-strategic-plan) where you will find our values and strategic themes in order to achieve its vision of shaping an inclusive future where students and learners with disabilities can succeed.

**GetAHEAD** works with students and graduates with disabilities, the higher education sector and employers on the transition from third-level education to full time employment. This is done through upskilling all stakeholders by providing training events and valuable information covering a wide range of topics.

## Nature and Scope

The Student and Graduate Engagement Officer will coordinate the GetAHEAD project and supervise any staff working for on this project and other AHEAD projects related to student and graduate engagement.

The Student and Graduate Engagement Officer will be adaptable, motivated and have well established skills and experience in relationship building, project management, reporting and delivering on project work.

The Student and Graduate Engagement Officer must be interested in and willing to further develop an understanding of the key issues facing people with disabilities in accessing and engaging in all aspects of further and higher education and barriers to accessing employment.

## Key Responsibilities

The primary function of the Student and Graduate Engagement Officer is to engage with students with disabilities in further and higher education, and graduates with disabilities seeking employment in order to:

* Upskill students and graduates with disabilities to boost employability skills and soft skills to support the transition from further/higher education to employment
* Create spaces where the student and graduate voice can be amplified, and support structures that ensure the lived experiences of students and graduates with disabilities inform the work of AHEAD
* Deliver projects and work packages which support student unions and further/higher education staff to create inclusive social activities, extracurricular activities, study abroad and work placement.

### Team and Project Management

* Directly supervise any staff member assigned to work under the Student and Graduate Engagement Officer and on the GetAHEAD programme.
* Liaise with the Employment/Education Manager to identify new areas of work, new projects and to agree yearly work plans.
* Ensure all AHEAD’s Student and Graduate Engagement activities, projects and work plans are delivered effectively and on time, and liaise with the Employment Manager to ensure the GetAHEAD project adheres to the terms as set out within its Service Level Agreement.
* Coordinate the GetAHEAD project (Employment Team) including:
  + Organise key GetAHEAD events for students and graduates with disabilities as set out in yearly proposals e.g. Think Twice Workshops, the Upskilling Boot Camp and the Building the Future Careers Fair for students and graduates with disabilities.
  + Facilitate and present training sessions and workshops for students with disabilities in conjunction with disability and career services staff within higher education and further education.
  + Oversee the development of other key GetAHEAD activities including the GetAHEAD blog, WAMWorks Database and publications.
  + Engage with the Union of Students in Ireland (USI), Student Unions and Student Life Committees to promote inclusive design of student union activities, clubs and societies, participation in which is strongly linked to employment outcomes.
* Deliver other student and graduate engagement activities (Education Team) including:
  + The ongoing development and coordination of the AHEAD/USI Students with Disabilities Advisory Group.
  + Management of student/graduate events e.g. the annual AHEAD/USI Power of Disability Conference.
  + Engagement with students and further/higher education staff to promote the inclusion of students with disabilities in study abroad, work placement and other non-classroom based activities.
  + Increasing AHEAD engagement with learners with disabilities in further education and training.

### Stakeholder Engagement and Communications

* Build and maintain strategic relationships with student support staff in further and higher education, and with key staff in AHEAD’s employer partners in order maximise effectiveness.
* Ensure the reputation of AHEAD is upheld in all engagements with external stakeholders.
* Represent AHEAD in a variety of external contexts, both at local and national level. Present the work of AHEAD at relevant conferences/events.
* Support the (non-technical) development of AHEAD’s communications, events and social media output concerning student and graduate engagement.

### Other Key Activities

* Liaise with the Employment/Education Manager to evaluate and monitor the effectiveness of programmes.
* Participate and contribute to AHEAD staff meetings and weekly Education Team and occasional Employment Team meetings.
* Complete/contribute to reports as requested by the Education/Employment Manager, including staff meeting, monthly activity, board and funding reports.
* Collaborate with other disability organisations in presenting and disseminating information on the work of AHEAD.
* Ensure the work of AHEAD is informed by the authentic experiences of people with disabilities.
* Undertake other duties as may reasonably be assigned by  
  the Education/Employment Manager or the CEO.

## Person Specification

### Approaches to Supervision

* A supportive supervision style that seeks to play to individual strengths and provide support and development where individuals needs to improve.
* A flexible approach to supervision that recognises individual workloads and personal circumstances. An approach that recognises it’s ok to make mistakes and instead of apportioning blame, seeks to put a process or support in place to ensure same mistakes are not repeated.
* A strong ‘team player’ ethic and willingness to help with day to day activities and work to support the team and other AHEAD staff during busy periods.

### Required Experience & Skills

* A minimum of three years’ experience in a similar role.
* Demonstrable background in/understanding of issues concerning the engagement of people with disabilities in education and employment.
* Experience in developing and managing relationships with students, graduates and other key stakeholders.
* Ability to adapt writing styles for different contexts and target audiences e.g. board reporting, sector guidelines/guidance, funder reports and public event descriptions etc.
* Ability to communicate messages effectively in a variety of contexts, e.g. at presenting at events, training staff and facilitating meetings.
* Demonstrated experience of ICT skills including database management (excel), word processing and associated report formatting etc.

### Desirable Experience & Skills

* A third-level qualification in a relevant area.
* Experience of working in the community and voluntary sector and/or in an area related to AHEAD’s work – inclusive practice, assistive technology, needs assessments etc.
* Experience in management of large-scale events of 50+ people.
* Understanding of how to produce accessible documents.

## How to Apply

To apply for this role, please send a tailored CV and cover letter in one single document to AHEAD’s Operations Manager Angela Glancy via email angela.glancy@ahead.ie with the subject line “Student and Graduate Engagement Officer” by 3pm Friday 3rd February. Queries about the role in advance can also be sent to this email address.

For shortlisted candidates, first round interviews will take place virtually the week of 13th February with second round interviews taking place the week commencing 27th February with a start date as soon as possible.

AHEAD is an equal opportunities employer. Applications from people from diverse backgrounds are welcome and AHEAD will provide reasonable accommodations for candidates with disabilities where appropriate, as identified through its needs assessment process. Reasonable accommodations may also be provided for candidates with disabilities to participate in the interview process where appropriate.