

Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, The University of Dublin and offers undergraduate and postgraduate programmes in education, including initial teacher education programmes.

The Governing Body invites applications from suitably qualified persons for the position of

Project Officer: Migrant Teacher Project

6 month Specified Purpose Contract (0.6 FTE)

GENERAL JOB DESCRIPTION

Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) wishes to appoint a Project Officer for the Migrant Teacher Project (MTP), on a fixed-term basis for a 6-month period, commencing in July 2025. This post is equivalent to 0.6 FTE, or three days per week.

The Migrant Teacher Project, hosted by MIE and funded by the Department of Education, supports the inclusion of immigrant internationally educated teachers (IETs) in Irish schools. The project offers a bespoke bridging programme, *Being a Teacher in Ireland*, tailored supports and professional guidance for IETs.

We are seeking a dynamic, committed and highly organised **Project Officer** to support the successful delivery of the next phase of the project. The Project Officer will work closely with the Project Director, migrant teachers, schools, education stakeholders and wider MIE community. This is a unique opportunity to contribute to a project that is influencing national policy and practice in teacher diversity, inclusion and teacher supply.

The appointee will have general duties in the area of management and coordination of the Migrant Teacher Project, coordinating and contributing to audits, quality assurance and reporting in relation the funding requirements. The duration of this contract may be extended beyond the 6-month term subject to external funding and performance.

Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

In order to be considered for this post, applicants will require:

- A relevant postgraduate qualification (Level 9 or higher in education, social sciences, or a related field)
- Experience in project coordination, preferably in education, migration, or community-based contexts
- Demonstrable experience in working with diverse stakeholders, including minority ethnic or migrant communities
- Knowledge of national policies relating to migration, education and teacher registration in Ireland
- Strong organisational and time-management skills with the ability to meet deadlines
- Excellent communication skills both verbal and written, a high standard of accuracy, and attention to detail.
- Experience of evidence informed report writing
- Understanding of the Irish education system and current issues in teacher diversity and inclusion
- Ability to work independently and as part of a small, committed team

Desirable Criteria

- Experience in event planning, training delivery or stakeholder engagement in an educational context
- Experience working on funded projects in a higher education

2. JOB DESCRIPTION

Reporting Relationship

The project officer post resides in the Department of Policy and Practice at MIE. The appointee will work under the direction of the Project Director, and MTP management committee to whom s/he reports, and to whom s/he is responsible for the performance of these duties in the first instance. The appointee will report through the Project Director and Management Committee to the Institute President and/or such other MIE officers as the President may designate from time to time.

The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

Duties and Responsibilities

- Coordinate project activities and communications in line with project goals and timelines
- Support the delivery of workshops, training events and networking opportunities for migrant teachers
- Liaise with schools, migrant teachers and relevant organisations to strengthen project engagement
- Represent the interests of MTP at boards, committees and meetings with external stakeholders as required.

- Maintain project documentation, monitor progress and contribute to internal and external reports in line with the project funding requirements
- Contribute to project communications including newsletters, website content and public presentations
- Undertake any other duties relevant to the effective delivery of the project
- Coordinate and contribute to internal and external audits, and quality reviews of the MTP

3. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.

Method of Selection for Recommendation

Shortlisting of applicants will occur which will be based on each applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of 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.

Interview will be conducted by an interview panel consisting of not fewer than 3 persons and will comprise of the most suitable and qualified people to assess applicants for the position. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision.

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

Probationary Period

Employment shall initially be subject to a probationary period of 2 months. The Organisation reserves the right to extend this probationary period on an exceptional basis at its sole discretion subject to a maximum period of 4 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 will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

All successful applicants will be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Essential Training

The successful applicant will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR), must provide evidence of completion of Tusla Child Protection Training. Other training may need to be undertaken when required.

Salary Scale: €52,368 - €65,679 (9-point scale, pro-rata for part-time hours)

Making of Application

Application by Cover letter and CV only (no special application forms are supplied), preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9 (D09 R232)

Completed applications must be received by 4pm on Friday 20 June 2025. Late applications will not be accepted.

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

The Marino Institute of Education is an equal opportunities employer.