



**Dublin City University Office of Student Life (OSL)
Facilities and Events Manager (Full time post)**

Background:

The Office of Student Life (OSL) provides a platform for the activities of the Students' Union, Clubs and Societies in Dublin City University. It facilitates funding, training, staffing and facilities provision to enable students to fully exploit the opportunities for learning through engagement with extra-curricular activities. It complements the academic mission of the University, thereby contributing to the holistic development of our students. September 2018 will see the opening of the purpose built, ultra- modern Student Centre, with world class facilities, providing excellent opportunity for student engagement, thereby enhancing the overall student experience. It is now seeking to appoint an Facilities and Events Manager to join its team of over 20 professional and student staff to manage its facilities in the new Centre.

Job Title:	Facilities and Events Manager
Responsible To:	Manager - Office of Student Life
Role:	To manage the OSL facilities in in the newly opened Student Centre in order to provide a safe, efficient and welcoming environment for users, including students, clubs and societies, staff and visitors. To foster an environment of social and cultural exchange by optimising the use of the facilities in the new Centre, including 10 + meeting rooms, 1,300 capacity gig venue, debating spaces, dance and rehearsal spaces, staff offices and a custom built student run radio station. To liase with the relevant units in the OSL, including Clubs, Societies and the Students' Union sabbatical team organising a range of small and large scale events in the Centre.
Key Responsibilities:	<ul style="list-style-type: none">● To ensure the effective, safe, sustainable and proactive management of the OSL facilities in the Student Centre.<ul style="list-style-type: none">○ Ensure that building facilities, including, meeting rooms, event spaces and general areas are maintained and available for use across all locations, through setting up and maintaining effective processes and supervision.○ Implement and oversee an efficient booking system for all bookable spaces in the facility.○ Ensure the smooth running of the facilities, dealing with general maintenance on a day to day basis.○ Supervise event and conference bookings throughout the facilities, working with DCU Conferencing where relevant.

- To oversee the operation of events organised by recognised Societies, Clubs, other recognised bodies and the Students' Union.
 - Contribute to advice offered to groups on planning and execution of events
 - Provide training where necessary
 - Ensure adherence by groups to Health and Safety, work permit and other DCU procedures
 - Be proactive and creative in encouraging or organising events to maximise the impact of the facilities on the student experience.

- To undertake delegated responsibility for maintaining the highest possible health and safety, security and sustainability standards for all facilities including being the main point of contact with our security company.
 - Work with the Manager- OSL to implement the OSL Health & Safety Policy to all users through communications and by providing training courses in safety and equipment use for students who will use the facilities.
 - Work with the University's Sustainability Department to successfully implement DCU's Sustainability Policy across all facilities in the Centre.
 - Ensure that the lighting and sound management systems are actively managed to maintain and increase efficiency.

- Supervise the work of an intern and work experience staff as required.
- Be a key member of the OSL staff team and contribute in a positive and worthwhile manner to the ongoing development and commitment to excellence of the Unit.
- Manage key customer relationship internal and external to DCU.
- Adhere to OSL group policies and practices, and actively support and promote the OSL vision, mission and objectives.
- Perform other such duties related to the post as assigned from time to time by the Manager- DCU Office of Student Life.

Personnel Specification:	
Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed	
1.0 Qualifications & Attainments	
<u>ESSENTIAL</u> 1. Hold a primary degree in a relevant discipline.	<u>DESIRABLE</u> 1. Qualification in Event Management and/or Health and Safety. 2. Hold a valid First Aid Certificate;
2.0 Relevant Experience	
<u>ESSENTIAL</u> 1. A minimum of 3 years experience in a similar role. 2. Experience of operating building management systems. 3. Experience of using a flexible and creative approach to engaging with student or youth groups.	<u>DESIRABLE</u> 1. Demonstrated knowledge in areas of technical theatre including, sound, audio video, lighting, rigging and stage would be a distinct advantage. 2. Experience of working in education and/or university 3. An appreciation of the ideals of the not- for-profit sector.

<ol style="list-style-type: none"> 4. Experience of working effectively with diverse groups 5. Experience of implementing statutory and regulatory legislation, principles and best practice, including but not limited to H&S regulations, licensing regulations, GDPR and other governance guidelines. 6. Proficient IT skills including, Microsoft Word and Excel, Google Mail, Drive and and GCal. 	<ol style="list-style-type: none"> 4. Familiarity with budgetary and financial process
<p>3.0 Key Competencies</p>	<p>4.0 Circumstances</p>
<p>The successful candidate will:</p> <ol style="list-style-type: none"> 1. Be self-motivated and resourceful with the ability to work autonomously and within a team 2. Have the ability to handle multiple tasks with meticulous attention to detail 3. Have strong planning and organisational skills, including time management, prioritising workload and decision-making 4. Have excellent relationship building skills 5. Have excellent interpersonal skills and a high level of self-motivation, with the ability to enthuse a wide range of participants; 6. Be a team player and have the ability to multitask and work under pressure. 	<ol style="list-style-type: none"> 1. Available and willing to undertake training necessary for the post; 2. Commitment to being part of an active environment that promotes equality of opportunity whilst recognising and valuing diversity. 3. Excellent written and spoken English 4. Willingness to work unsocial hours 5. Reliable and dependable;

Details:

This is a 12 month contract position beginning mid – August 2018. There will be a six month review and again at the end of the year. The post is renewable up to 3 years subject to satisfactory performance.

Salary: €33,464- €35,437 per annum, based on experience.

Benefits:

- Competitive Salary
- Life Assurance and access to contributory Pension Scheme
- Discounted access to DCU Sport
- Cycle-to-work Scheme
- Excellent opportunities for professional and personal growth
- Active social calendar of team events

Hours: Average of 33.75 hours per week, to include some evening/unsocial hours.

Place of work: DCU Glasnevin campus with occasional work on St Patrick's Drumcondra and All Hallows Campuses.

To apply: Please send CV and a cover letter with 'Application for the position of Facilities and Events Manager Role' as the subject line via email to OSLRecruitment@dcu.ie before 10am Monday 16th, July

Interviews for this position will take place in mid- late July.

Under the OSL Child Protection Policy, the successful candidate may be required to undergo Garda vetting.

This is not a Dublin City University post