

SFI Discover Project Executive

Administrative Assistant Grade (€36,658 - €54,789)

Fixed Term Contract to 31 Dec. 2021

The ADAPT Centre, a world-leading SFI Centre, is Ireland's global centre of excellence for digital content technology funded through Science Foundation Ireland's Centres programme. ADAPT combines the expertise of over 300 researchers across eight Higher-Education Institutes (Trinity College Dublin, Dublin City University, University College Dublin, Technological University Dublin, Cork Institute of Technology, Athlone Institute of Technology, Maynooth University and National University of Ireland, Galway) with that of its industry partners to produce ground-breaking digital content innovations. The ADAPT Centre executive function is co-hosted between Trinity College Dublin and Dublin City University.

ADAPT brings together more than 300 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of Artificial Intelligence (AI), content analysis, machine translation, personalisation, e-learning/education, media technologies, virtual and augmented reality, and spoken interaction, as well as driving global standards in content technologies.

Education and Public Engagement (EPE) is a key pillar of ADAPT's role in 'future-proofing Ireland'. ADAPT has secured funding from the SFI Discover Programme to run three exciting education and public engagement projects during 2021:

- **Technology in My Life Citizens' Think-in Series:** Will facilitate two-way community dialogue to create awareness among citizens and researchers about responsible Artificial Intelligence (AI) development and use. [Project partners: DCU in the Community, Science Gallery Dublin, Council libraries]
- **AI in My Life Workshops:** Will engage Transition Year students through a 15-week workshop series that encourages them to reflect on their experiences in a world shaped by AI, personal data processing and digital transformation. [Project partners: DCU Access Service, Future of Privacy Forum, Lero]
- **Data Literacy Workshops:** Will help adults to acquire data literacy skills with an emphasis on data interpretation and its provenance. [Project Partner: Grand Canal Innovation District]

These projects will initially be run online, although they will shift to in-person mode if circumstances allow.

ADAPT is seeking a SFI Discover Project Executive to help coordinate these projects. A particular focus will be on working with ADAPT researchers to produce engaging discussion scenarios (via video, animation or other means) to ensure the events provide a positive informal learning experience for participants. Identification and engagement of community partners will also be a major element of this role.

The role will be based at DCU but remote working will be facilitated, as dictated by COVID-19 guidelines. Candidates must be available to work evenings occasionally.

Duties and Responsibilities

The role will suit a person who is fascinated by the cutting-edge of technology innovation and who wishes to share this passion with the public.

The post will involve the following indicative responsibilities:

- Schedule co-creation events with ADAPT researchers and community partners.
- Recruit and train ADAPT researchers to contribute to the think-ins and workshops.
- Liaise with community partners and the ADAPT Marketing and Communications team on recruitment of public participants.
- Work closely with ADAPT researchers on defining workshop themes and crafting engaging content.
- Produce brief introductory videos to prompt discussion at the think-ins and workshops.
- Host dry-runs of events to ensure their efficacy.
- Manage event logistics.
- Work with evaluation consultant(s) on event evaluation.
- Maintain website and social media for the projects.

The SFI Discover Project Executive will report to the ADAPT Education and Public Engagement Manager. He/she will work closely with the members of the ADAPT EPE and Communications and Marketing teams, with the Principal Investigator of the projects, and with ADAPT researchers.

Minimum Criteria

Candidates must have an Honours Degree or equivalent (NFQ Level 8) qualification plus 3 years' recent and relevant experience in science communication, education and public engagement, or community outreach.

In addition, the ideal candidate will have:

- Evidence of working successfully on own initiative.
- Strong ability to forge productive relationships with internal and external collaborators.
- An ability to work effectively as part of a wider administrative team.
- Excellent communication skills.
- Experience of coordinating and managing projects.
- Ability to multitask, prioritise tasks and work to deadlines.
- Strong IT skills with experience of production of simple videos/animations.

Experience with community engagement, particularly working with socio-economically disadvantaged groups, would be a distinct advantage. Knowledge of AI and wider issues relating to technology in society would also be advantageous.

Benefits

- Competitive salary
- A fast-paced environment with impactful work
- Pension
- Day Nursery
- Travel Pass Scheme
- Bike to Work Scheme
- Employee Assistance Programme
- Sports Facilities
- 22 days of Annual Leave
- Paid Sick Leave
- Training & Development
- Staff Discounts

Closing date: 25th January 2021

Start date: ASAP

Salary scale: Administrative Assistant (€36,658-€54,789)

Application Procedure

Please submit a CV and cover letter – outlining clearly your reasons for seeking this role and why you feel you are suitable – via https://apply.adaptcentre.ie/apply.php?jobID=SFIDPE_EPE. Please also direct informal enquiries regarding the role to Laura at laura.grehan@adaptcentre.ie.

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