



**ivenTUre PLUS Project Officer  
(5 months)  
PENDING APPROVAL**

The Office of the Vice President of Partnerships is seeking applications for a specific purpose contract as ivenTUre PLUS Entrepreneurship Project Officer.

**Role Overview**

Working with a team from the Office of VP Partnerships and HEA HCI funded GROWTHhub project, the post holder will facilitate the implementation of the ivenTUre PLUS project.

**Principal Accountabilities**

Key duties for the post holder are:

- Create and implement impactful and engaging in-person and online student entrepreneurship experiences.
- Collaborate with colleagues to research, design, develop and evaluate ivenTUre PLUS.
- Coordinate team members during preparation and implementation of ivenTUre PLUS project.
- Train and coordinate Student Entrepreneurship Champions activities.
- Work collaboratively with TU Dublin student entrepreneurship team including HEA HCI funded GROWTHhub project.
- Develop and implement procedures for systematic data gathering, analysis and evaluation of student learning.
- Ensure timely and accurate reporting on all assigned tasks including data required for reporting to HEA.

## **Person Specification**

### ***Knowledge***

- Relevant level 8 honours degree. ESSENTIAL
- Demonstrable understanding of creativity, innovation and entrepreneurship. ESSENTIAL

### ***Experience and Skills***

- High standard of administrative, organisational, and problem-solving skills.
- Demonstrable energy, enthusiasm, flexibility, and a solution-oriented approach.
- Effective project management skills. ESSENTIAL
- Familiarity with social media tools for university communications.
- Excellent interpersonal skills.
- Good oral and written communication skills.
- Ability to work both on own initiative and as part of a team.

The deadline for applications is 5.00 pm on Wednesday March 15, 2023 and curriculum vitae and cover letter should be sent to [claire.macnamee@tudublin.ie](mailto:claire.macnamee@tudublin.ie).