



**Digital Citizenship Education and Youth Participation Project Officer
(Permanent Position)**

Oide Technology in Education

Oide Technology in Education (Oide TiE) and its offices are located at the DCU ALPHA campus in Glasnevin, Dublin, D11 KXN4. Oide TiE falls under the remit of the Digital Policy for Schools Section within the Department of Education and Youth (DEY), which plays a central role in shaping and implementing Ireland's digital education strategy. It oversees the development and implementation of national policies such as the Digital Strategy for Schools to 2027. Dublin West Education Centre (DWEC) is the host Education Centre for Oide TiE and is responsible for providing administrative and employment support.

Webwise

Webwise is part of Oide Technology in Education, which promotes and supports the integration of digital technology in teaching and learning in primary and post-primary schools. Webwise promotes the autonomous, effective, and safer use of the Internet by young people through a sustained information and awareness strategy that targets parents, teachers, and children with consistent and relevant messages.

Webwise develops and disseminates resources that help teachers integrate internet safety into teaching and learning in their schools. They also provide information, advice, and tools to parents to support their engagement in their children's online lives. In collaboration with the Webwise Youth Advisory Panel, resources and campaigns focused on youth awareness, including topics like cyberbullying, are produced.

Webwise partnerships

Webwise is part of the Safer Internet Ireland consortium. The Irish Safer Internet Centre (SIC) vision is a positive and inclusive digital world where children are safe and protected. The Irish SIC is a partnership of four leading organisations with a mission to make the Internet a better place for children and young people, under the coordination of the Department of Justice, Home Affairs and Migration.

- Awareness and Education: Webwise (Oide TiE)
- Helplines: ISPCC Childline and the National Parents Council
- Hotline: Irish Internet Hotline

The Role

The Digital Citizenship Education and Youth Participation Project Officer will work within the Webwise programme, assisting in the development, delivery, and support of training programmes for teachers, parents, and those who work closely with children. They will be involved in promoting safer, more effective use of the Internet by children through the development of a wide range of educational resources, training and youth participation activities. The successful candidate will be expected to actively engage with a wide range of external organisations, including educational bodies, governmental agencies, and community stakeholders, to ensure that the work of Webwise remains responsive to the evolving needs of all learners.

Webwise recognise that young people are essential contributors to the development of programmes that impact their lives. As such, we are committed to embedding their perspectives and experiences throughout our programme design and development processes. The Digital Citizenship Education and Youth Participation Project Officer will play a central role in this commitment by coordinating the activities of our Youth Advisory Panel, leading key youth engagement initiatives, and ensuring that the voices of young people are meaningfully represented. Additionally, they are expected to provide comprehensive administrative support for the Webwise internet safety awareness initiative of Oide Technology in Education, including pedagogical, technical, project management, and evaluation aspects.

Main Responsibilities and Duties will include

- Coordinating the development and delivery of online safety and digital citizenship supports and resources.
- Writing, editing, and reviewing educational resources.
- Recruiting, managing, and facilitating a youth advisory panel.
- Coordination and implementation of youth participation initiatives and training programmes.
- Developing and delivering online safety and digital citizenship professional learning for educators.
- Coordinating and implementing actions for key national and European projects and initiatives. Working within the partnership of European projects to share and utilise European expertise to affect national awareness.
- Attending national and European network events.
- Liaising with National and European partners to achieve the most effective progress in digital citizenship and online safety awareness in Ireland and across partner communities.
- Representing Webwise at conferences, stakeholder professional network meetings, and seminars.
- Providing administrative support to the National Coordinator responsible for the initiative.
- Implementing monitoring and evaluation processes at an operational level.
- Adapting to organisational needs, including travelling to work-related events and working outside of core hours (evenings and weekends) when required, on occasion.

Candidates must have the following qualifications, experience and competencies

- Educational experience within the Irish Education system.
- A recognised teaching qualification.
- Experience in developing educational resources/and or training materials for adults/and or training for young people.
- Knowledge and understanding of the Irish education system, policies, frameworks, and stakeholders.
- Knowledge of online safety, digital citizenship, and the challenges and risks young people face online.
- Understanding of current trends in digital media, emerging technologies, and their implications for education and youth.

- Relevant experience working with children and young people.
- Excellent written and verbal communication skills.
- Excellent organisational skills, with the ability to work within tight deadlines to achieve project objectives, prioritise tasks, multitask, and adapt to changing priorities.
- Strong presentation, communication, facilitation, and interpersonal skills.
- Able to work effectively within a team environment and independently, demonstrating a proactive and self-starting attitude.

While not essential, it would be particularly advantageous for candidates for this post to have:

- Experience in developing online learning content for adults, especially teachers.
- Experience in creating educational resources.
- Proven ability in delivering training, professional development, and curriculum design.
- Knowledge and understanding of theories and methodologies related to child and youth participation.
- Experience supporting participatory approaches to programme design.
- Experience in developing multimedia resources and using digital content creation tools.
- Involvement in developing or contributing to the evaluation of training, campaigns, or professional learning.
- Experience in international project collaboration.
- Proficiency in working with web publishing tools and content management systems.

The duties of this post may change from time to time as the needs of Oide Technology in Education evolve. The project officer will perform any other duties as may be assigned by their line manager and/or Divisional Director in consultation with the post holder.

Principal Terms and Conditions

Tenure

The appointment is to an established post in the Public Service. The appointee will be required to serve a 12-month probationary period.

Location

Successful candidates will be employed by Dublin West Education Centre and will be based in the Oide Technology in Education offices on DCU Alpha Campus, Old Finglas Road, Dublin 11.

Salary

The Standard Salary Scale is a 5-point scale (rates effective from 1 August 2025) for the position and is as follows: Entry will be at the first point.

Personal Pension Contribution (PPC)

Pt 1 €63,742, Pt 2 €66,388, Pt 3 €68,936, Pt 4 €71,533, Pt 5 €74,133

Annual leave

Annual Leave entitlement will be 29 working days per year, exclusive of Public Holidays. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is based on a five-day week.

Hours of Work

The normal hours of work will be 37 hours net per week, from 9.00am until 5.30pm, Monday to Thursday, and 9.15am until 5.15pm on Friday. There is a one-hour unpaid lunch break to be taken as appropriate. There is currently a hybrid working model in place. The successful candidate may be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties, subject to the limits set down in the Organisation of Working Time Act 1997. Successful candidates will also be expected to engage in travel, evening and weekend work as necessary.

Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph

d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

- **Pensionable Age**

The minimum age at which a pension is payable is 66 (rising to 67 and 68)

- **Retirement Age:**

Scheme members must retire at the age of 70.

- **Pension Abatement**

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under **Strands 1, 2 or 3** of this scheme and is subsequently employed **in any capacity in any area of the public sector**, payment of pension to that person under the scheme **will immediately cease**. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted **will not be taken into account** in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

- **Prior Public Servants**

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that **a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment would in general not become a member of the Single Scheme.** In this case, such a candidate would instead be offered membership of the Oide TIE (NCTE) scheme. This would mean that the abatement provisions at (c) above would apply, and in addition, there are implications in respect of pension accrual as outlined below:

- **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012, came into effect on 28 July 2012. **This may have implications for any appointee who has acquired pension rights in a previous public service employment.**

- **Pension-Related Deduction**

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants, please see the following website: <http://www.per.gov.ie/pensions>.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).

Competition Guidelines and General Application Notes

Competition

- Any offer of appointment will only be made where it is considered that a suitable candidate for the post exists.
- The appointment is subject to the sanction of the Minister for Education and Youth. No definitive offer of appointment can be made before sanction is given.
- The successful candidate will be appointed as soon as possible.
- Health, sick leave and general work record must be satisfactory.
- The contract will provide for a probationary period and an ongoing performance review.

Selection Procedure

- Applications should be made by submission of a completed application form. This should be submitted in **electronic format to recruitmentie@oide.ie by 4 pm on November 26th. Please see application form for further details.**
- Late applications will not be considered.
- A selection committee will be established to carry out all aspects of the selection process.
- Candidates should note that shortlisting may apply. Applicants should note the specific requirements of the position, as shortlisting will be based on the person specification as advertised.
- While you may meet the eligibility requirements of the competition and you may indeed exceed same, if the numbers applying for the position are such that it would not be practical to interview everyone, it may be decided that a certain number only will be called to interview. In this respect, there will be a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some

candidates who are, prima facie, better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

- The admission of a person to a competition, or invitation to attend for interview, is not to be taken as implying that such person fulfils the requirements of the position or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for candidates to note that the onus is on them to ensure that they meet the eligibility requirements for the competition before attending for interview.
- Selection of candidates for appointment shall be by means of a competitive interview.
- It is the responsibility of the candidates to make themselves available for interview, if invited to attend. Candidates should note that it may not be possible to provide an alternative date.
- Those called for interview may be asked to make a 5-minute presentation to the interview panel focusing on the applicant's vision for the position and the contribution they could make to the development of Webwise and the broader Oide TíE.
- This interview will be competency-based in line with the skills outlined in the person description/Application Form, including part 3 above.
- Following shortlisting and interview, a panel may be formed from which successful candidates will be appointed to other subsequent positions within Webwise, which may arise during the year. Candidates whose names are on a panel and who satisfy Oide TíE/Dublin West Education Centre that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The life of the panel will not be more than one year from the latest date for receipt of applications.
- Canvassing directly or indirectly will disqualify applications.

Enquiries

Prior to recommending any candidate for appointment, Oide TíE/Dublin West Education Centre will make all such enquiries that are deemed necessary, e.g. employer references, to determine the suitability of that candidate. Until all stages of the recruitment process have

been fully completed, a final determination cannot be made, nor can it be deemed or inferred that such a determination has been made.

Specific candidate criteria

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of health & character.
- Be suitable in all other relevant respects for appointment to the post concerned.
- If successful, they will not be appointed to the post unless they:
 - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed; and
 - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Non-Refund of Expenses

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required, or do not, when requested, furnish such evidence as required about any matter relevant to their candidature, will have no further claim to consideration.

Appointments from panels

It is envisaged that a panel(s) of qualified individuals will be established from which vacancies may be filled. Qualification and placement on a panel are **not** a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted, a candidate will no longer remain on the panel.

Declining an offer of appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, Oide TIE/Dublin West Education centre may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997, 2003 & 2018, the Data Protection Acts 1997, 2003 & 2018, and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by Oide TIE are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

Data Protection Acts 1997, 2003 & 2018

When your application is received, Oide TIE creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1997, 2003 & 2018.

Other Eligibility Criteria

Citizenship Requirement:

Applicants should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, along with Iceland, Liechtenstein, and Norway.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-

employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility), and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Dublin West Education Centre is an equal opportunities employer.

