



## **Ollscoil Mhá Nuad Maynooth University**

### **Student Services – Counselling Service Counsellor (1x permanent and 1x specified purpose)**

#### **The Role**

Maynooth University is a dynamic public university of approximately 16,000 students. The University provides a Counselling Service as part of its supports for Students, which sits within the Student Services Team. The Student Services team operates within the Office for Students and Learning.

We are seeking to recruit two professionally qualified and experienced Counsellors to fill one, full-time permanent post, and one full-time, specified purpose contract (for approximately 9 months). Reporting to the Head of the Counselling Service, the successful candidates will work as part of a professional team responsible for delivering a fast-paced and demand-led counselling service. They will be required to provide a comprehensive and confidential counselling service to a diverse student body on behalf of Maynooth University and Saint Patricks' Pontifical University.

Alongside this, they will carry a full counselling caseload while engaging in and expanding the preventative and developmental programmes as identified by the Service. This is an exciting position, in a busy service, candidates must be able to demonstrate an ability to work well in a team environment and using their own initiative. The successful candidates must have excellent attention to detail and accuracy in their output. As this position will operate within Student Services, candidates should understand and have empathy with the mission, ethos, and overall approach of Student Services.

#### **Principal Duties**

##### **Administrative and other duties:**

The successful candidates shall work within the policies and procedures of the Counselling Service and the University, to fulfil a range of duties and responsibilities which include, but are not limited to, the following:

##### **Clinical Responsibilities and Duties:**

- To provide individual counselling to students in person and/or online with emotional, psychological, social, personal, or academic needs, including the delivery of a range of therapeutic interventions that best meet the needs of students at any given time.



- To provide emergency and crisis interventions, drop-in appointments and debriefing sessions following critical incidence.
- Be responsible for the management of a full clinical caseload as determined by the Head of Counselling Service.
- Actively facilitate the allocation of priority appointments for students during busy periods.
- Make appropriate referrals to other support services or external agencies, and liaise with services on behalf of students, including but not limited to internal/external doctors, community mental health services.
- To maintain accurate clinical records, statistical data, and service documentation in a professional manner, as required by the Head of Maynooth University Counselling Service.
- Engage in regular clinical supervision as deemed appropriate by the Head of Maynooth University Counselling Service.
- To liaise and advise academic staff, including mentors and tutors, in relation to student issues and/or individual cases, as appropriate.
- To adhere to professional guidelines and code of ethics as outlined by Maynooth University Counselling Service.

#### **Service Delivery, Administrative and Other Duties:**

- To be involved in the design, development and delivery of workshops and seminars for students/staff, new service initiatives and projects as required.
- To actively contribute to the promotion of the Service and the development of the Service website.
- To liaise and collaborate with the other support services within the University, and to contribute to the overall development of Student Services within the University.
- Be a member of relevant University Committees as required.
- To participate in regular staff/team meetings, case discussions, in-service consultation, and CPD, whilst keeping up-to-date and informed of developments in Student Counselling and related areas such as mental health and well-being, equality, and diversity.
- To contribute to service evaluation, research, and preparation of KPIs, including the collection and analysis of appropriate data, and participate in the ongoing development and review of service policies and procedures.
- Other administrative and organisational tasks, commensurate with the grade of the post, as may be required by the Head of Counselling, or her nominee.

#### **The ideal candidate will have:**

##### **Essential:**

##### **Qualification & Experience:**

- A master's degree in counselling or psychotherapy (LEVEL 9) (Date of graduation to be clearly stated).
- A minimum of three years' experience post relevant master's qualification.
- Accredited or eligible for accreditation with relevant professional body (such as PSI/ IACP/ IAHIP /ICP).

##### **Skills:**

- Excellent oral and written communication skills, including the ability to communicate well with students, staff, senior management, and academics;
- Proven experience working with key stakeholders across a large organisation, preferably within Higher Education Institutions;
- Evidence of strong organisational skills to effectively prioritise and manage competing demands, ability to work under pressure and undertake self-directed work;
- Evidence of strong interpersonal skills including experience of working as part of a team;



- Excellent IT skills, e.g., MS suite, email, web maintenance and editing, new information management systems;
- Effective problem-solving skills, including the ability to anticipate problems and recognise when to involve other parties (at the appropriate time and level).
- Maintain highest standards of ethics, accountability, and confidentiality in all aspects of work.
- Demonstrated ability to design and deliver training and awareness raising activities to diverse audiences.

**Desirable:**

- Experience and knowledge of counselling in a third level educational setting.
- Experience of case management software pertinent to counselling services.
- Experience of counselling clients from different cultural backgrounds.
- Experience and knowledge of short-term counselling approaches and of working online.
- Experience of facilitating therapeutic groups and / or brief -focused workshops.

## Department

### Counselling Service

Maynooth University Counselling Service provides a professional and confidential service to students, free of charge. This involves working practically and therapeutically with students who are experiencing difficulties with academic demands, personal and family concerns, developmental and emotional issues as well as mental health difficulties. This work is carried out through various means such as individual counselling, therapeutic workshops, psycho-educational sessions, and other activities. The individual counselling undertaken is short-term in nature, with a smaller amount of longer-term therapy as appropriate and in accordance with the Service protocols. In addition to student counselling, the Counselling Service also provides a consultative and liaison service for University staff and significant others in relation to student issues and concerns that may arise. Other activities include cross-campus events and external activities as relevant, which may change from time to time depending on the needs of the Service and the University. The ethos of the Service is one of openness and collaboration, placing a high value on teamwork and team decisions. Further information about the Service is available from the Counselling Service website on [www.maynoothuniversity.ie/counselling](http://www.maynoothuniversity.ie/counselling).

### Student Services

Maynooth University Student Services comprises several services whose aim is to provide committed and dedicated on-campus services, designed to support and assist students throughout their time at university. The services are focused on Student Support Division (Student Advisors (including, Budgeting, Pastoral Care and Student Advisor), Studentpad, Student Support and Student Support Hub), Healthy Campus, Student Health Service, Counselling, Student Helpdesk, and Crèche.

"Student Services is an integral part of the University community, enabling the promotion and development of its educational mission. Using a holistic approach, we offer a range of clearly defined services to support and empower students to achieve their personal and academic potential and so enhance their life's journey. We strive to create a community which is open and caring and where diversity is expected and respected" (Mission Statement).

## The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character



owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18<sup>th</sup> century roots and 21<sup>st</sup> century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

### **Maynooth University's Values**

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

### **Maynooth University Strategic Plan 2023 – 2028**

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values.

Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three.

**For more information about Maynooth University's future direction, please visit:**

**<https://strategy.maynoothuniversity.ie/>**

### **Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028**

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uaillmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtáthí ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna



Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

**Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad:**  
<https://strategy.maynoothuniversity.ie/?lang=ga>

## Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates may be required to prepare a short presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during the month of the July;
- The appointment is expected to be effective from August.

## Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

## Terms and Conditions

<b>Tenure</b>	There are two positions available, <ul style="list-style-type: none"> <li>• 1x Full-time, permanent post</li> <li>• 1x Full-time, Temporary post for a Specified Purpose, anticipated to be 9 months of duration</li> </ul>
<b>Salary</b>	Administrative Officer I (2025): €58,634– €83,657 p.a. (9 points) Appointments will be made in accordance with public sector pay provisions.
<b>Hours of work</b>	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).  This can be reviewed or adjusted from time to time through national agreements.
<b>Location</b>	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
<b>Annual Leave</b>	Annual leave and public holidays are provided for in the University policy: <a href="https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy">https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</a>  Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
<b>University policies and schemes</b>	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:  <a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a>  <a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a>



<b>Pension</b>	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a>
<b>Eligibility</b>	<p>Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: <a href="https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/">https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</a></p> <p>Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.</p> <p><b>Former Irish Public Service employees - Certain Restrictions on Eligibility</b></p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> <li>• Collective Agreement: Redundancy Payments to Public Servants</li> <li>• Incentivised Scheme for Early Retirement (ISER)</li> <li>• Department of Health and Children Circular (7/2010)</li> <li>• Department of Environment, Community &amp; Local Government (Circular Letter LG(P) 06/2013)</li> </ul> <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p>
<b>Garda vetting</b>	Garda vetting or clearance may be required by the University.
<b>Medical</b>	The University may require a medical examination as a condition of employment.

## Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

## Application Procedure

**Closing Date:** 23:30hrs (local Irish time) on **Sunday, 22<sup>nd</sup> June, 2025.**

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>



Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

**Please note that only candidates who are EU/EEA/UK/Swiss citizens or who already hold a valid permit/stamp that allows them to work in Ireland on an ongoing basis are eligible to apply to the permanent post.**

**Temporary stamp holders (e.g. 1G Graduate) are eligible to apply for the specified purpose post if their current stamp (and extension) covers the full anticipated duration as advertised.**

**Maynooth University is an equal opportunities employer**

**The position is subject to the Statutes of the University**

