



Ollscoil Mhá Nuad Maynooth University

Centre for Inclusive Higher Education Research Manager (Specified Purpose Contract)

The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued. Equality, Diversity and Inclusion (EDI) is a key enabler in the Maynooth University Strategic Plan 2023 -2028 which states that we will consolidate and increase our existing reputation and leadership in widening participation through the establishment of a Centre for Inclusive Higher Education. This aligns with MU's vision to be a university of 'Excellence, Opportunity, and Impact' and our purpose 'to imagine and create better futures for all'.

The Centre for Inclusive Higher Education based at Maynooth University is interdisciplinary and aims to advance inclusive practice in higher education, underpinned by data and research and in line with national policy. Our mission is to foster an educational environment where all students, regardless of their background, can thrive and achieve their full potential.

We are seeking an experienced Research Manager for the Centre with a strong passion for inclusive education. The successful candidate will work with the Director of the Centre to advance knowledge, innovation and practice in inclusion, diversity, equality, widening participation and access. The Research Manager will manage and deliver on the Centre's work plan. The role will also involve building the Centre's visibility, identifying and applying for funding, conducting policy analysis and research, and managing various research projects aimed at understanding and addressing barriers to inclusion in higher education. This role requires a blend of excellent project management and quantitative and qualitative research skills. Additionally, the Research Manager will be responsible for building a collaborative centre where policy, practice, and research in inclusive education can flourish.

Principal Duties

The duties and responsibilities of the position will include:

- Collaborating with the Director of the Centre to advance knowledge, innovation and practice in inclusion, diversity, equality, widening participation and access.
- Leading the management of the Centre developing and implementing strategies to build a collaborative centre focused on inclusive education.



- Leading the overall budgetary management of the Centre, including managing and reporting on centre funding, project funding, and other income and expenditure streams managing risk and compliance.
- Leading the administrative team of the Centre and delegating work, as appropriate, managing administrative processes, systems, and activities.
- Managing, delivering, and reporting on the Centre's work plan.
- Leading research on inclusive education practices and policies including designing and implementing quantitative and qualitative analytical studies.
- Conducting academic literature searches and reviews, data analysis and management, conducting focus groups and interviews; artistic public engagement production, experiential peer-led research processes, and effective dissemination methodologies for embedding research findings.
- Conducting policy and practice analysis related to inclusive education, providing insights and recommendations to inform project strategies.
- Leading the analysis of data and interpreting results to inform inclusive education strategies.
- Leading the identification of emerging research opportunities, developing innovative proposals, and writing grant funding proposals.
- Working with diverse stakeholders across multidisciplinary units including researchers, educators, and policymakers.
- Communicating the outputs and impact of the Centre to student, professional, and public audiences at conferences, seminars, workshops, public forums and publish research outputs in academic/professional journals.

The ideal candidate will have:

Essential

- Relevant post graduate qualification in Education, Adult and Community Education, or a related discipline.
- Five or more years' experience of initiating, developing, leading, and implementing research/programmes to inform strategy and policy.
- An expert understanding of educational disadvantage and widening participation in higher education and a level of practice underpinned by a commitment to diversity, inclusion, and social justice with the ability to apply this knowledge to research, policy, and strategy development.
- Excellent people management experience/skills with excellent interpersonal skills and a proven ability to lead a team, manage and develop research objectives within a dynamic higher education environment.
- Excellent project management, organisational, IT and financial management skills with the ability to work calmly under pressure, work effectively to deadlines, and manage competing priorities.
- Proven ability to present high quality written and verbal reports, including the dissemination of complex information to diverse audiences in a wide variety of contexts.
- Excellent communication, negotiation, and liaison skills evidenced by the ability to build engagement and relationships with groups deemed to be most severely under-represented, facilitating collaborative approaches.
- Demonstrated ability to be flexible, adaptive, innovative, and persuasive with the capacity to engage effectively with senior level stakeholders and to influence strategy, policy, and culture at a senior level.
- Proven ability to collaborate across multidisciplinary teams of researchers, educators, and policymakers.



Desirable

- A PhD in Education, Adult and Community Education, or a related discipline.
- Proven experience in writing successful grant proposals, and a good publication record.

The Centre for Inclusive Higher Education

Excellence for Inclusive Education represents an ambition to leverage our existing research, expertise, and good practice in widening participation in higher education to be a leader in the sector, system, and internationally for research-informed practice. The Maynooth University Strategic Plan 2023 - 2028 states the Centre will engage in research-informed practice to inform institutional and national policies on access to higher education and bolster our national and international reputation. Bringing together expertise from across the University and nationally, the Centre will advance knowledge, innovation and practice in inclusion, diversity, equality, and access and use evidence and data to promote equality outcomes in education, employment, research, and wider engagement in higher education.

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 18th century roots and 21st 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 dtaithe 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>

Our Strategic Plan sets out an ambition to be an excellent place to learn and work, and an inclusive community where students and staff can flourish and make a distinctive contribution to the national system of higher education and the public good. Achieving this requires staff to have a strong sense of connection to the University and support from colleagues. We recognise that our people are our greatest resource and actively seeks to attract, develop, and retain a talented workforce by creating a positive and welcoming University environment. As well as offering a competitive salary, access to a public sector pension scheme, and annual leave allowance, the University also provides other facilities and benefits including, but not limited to:

- Family-friendly leave schemes
- Tax Saver travel scheme and Cycle to Work scheme
- On-campus crèche
- On-campus restaurants and coffee shops
- Employee Assistance Programme
- Health and Well-Being programmes
- Education support opportunities
- Continuous Professional Development opportunities, including leadership programmes, mentoring, Aurora programme.
- Study and Exam leave
- Sports facilities and gym

To learn more about being part of the Maynooth University team, please visit our website at <https://www.maynoothuniversity.ie/human-resources/come-work-with-us>



Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview will be required to make a brief 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 October 2025;
- The appointment is expected to be effective from early November 2025.

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

Tenure	This is a full-time, temporary post for a specified purpose, anticipated to be 7 months duration.
Salary	Senior Administrative Officer IV (2025): €70,034 – €111,202 p.a. (7 points) Appointments will be made in accordance with public sector pay provisions.
Hours of work	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.
Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
Annual Leave	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies https://www.maynoothuniversity.ie/human-resources/policies
Pension	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: https://www.maynoothuniversity.ie/human-resources/pension-information



Eligibility	<p>Applications from non-EEA citizens are welcomed. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</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>Former Irish Public Service employees - Certain Restrictions on Eligibility</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"> • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013) <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>
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	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 **Thursday 11th September 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.



Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University

