



Ollscoil Mhá Nuad Maynooth University

Maynooth University Social Sciences Institute Collaborative Research Network in Mental Health ('CO-PRIME')

Network Co-Ordinator (Part-Time – 0.8FTE) (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.

We are seeking a highly experienced Network Co-Ordinator, to provide administrative support and strategic co-ordination for the newly established all-island 5-year Collaborative Research Network in Mental Health (called 'CO-PRIME'). This post offers an exciting opportunity to work with a large, multidisciplinary, and cross-sectoral consortium working together, for the first time, to help support and promote mental health research across the island of Ireland through, for example, a wide range of activities involving collaboration, engagement and outreach, capacity building, co-production, and knowledge translation.

The CO-PRIME Network is funded by the Health Research Board and is a key recommendation of the first ever National Mental Health Research Strategy for Ireland (2024). This role will provide a central point of coordination between the Leadership Team and all other members of the CO-PRIME team and wider consortium, ensuring strong alignment between strategy, delivery, and impact.

The Network Leadership Team, of which the Network Co-Ordinator will be a member, comprises Professor Sinéad McGilloway, Principal Lead (Maynooth University), Dr Eve Griffin, Co-Lead (National Suicide Research Foundation), and Professor Brian McGuire, Co-Lead (University of Galway) working in collaboration with a Lead/Co-Lead representing a 'Lived Experience Oversight Group'. The role will be located in the Maynooth University Social Sciences Institute.

The principal role of the Network Co-Ordinator is to support the CO-PRIME Leadership Team and other team members to achieve the strategic aims and objectives of the Network. The successful candidate will work within a highly collaborative, inclusive and cross-sector environment straddling both the Republic of Ireland and Northern Ireland, and including a large and diverse consortium of stakeholders, encompassing people with lived experience, academics/researchers, practitioners, service providers, and policymakers.

The appointee will assist with all aspects of the administration, operation, governance and management of the Network, including helping to develop policies and procedures for the new Network, coordinating day-to-day management activities, supporting public engagement and stakeholder communication, monitoring and reporting on key performance indicators, and helping to strengthen all-island (and international) partnerships.

Principal Duties:

- Coordinate the day-to-day operations of Network management ensuring timely and effective task completion.
- Monitor, and report on, Network timelines and deliverables, including the analysis and reporting of KPIs for purposes of ongoing monitoring and evaluation.
- Undertake financial/budget management/reporting, ensuring efficient use of resources and compliance with funding requirements.
- Support the organisation and implementation of key Network events and activities.
- Work collaboratively with the CO-PRIME team and wider consortium to maintain critical partnerships/collaborations on issues/initiatives relevant to the Network, and to help drive stakeholder engagement and public involvement activities, ensuring meaningful participation and collaboration across all levels of the Network.
- Provide administrative support to, and maintain close communication with, all Network committees.
- Maintain the Network website, social media and other communication channels including co-ordination of the Network online membership process.
- Participate in, and represent CO-PRIME at, Network events and other public fora, promoting its mission and activities.
- Identify opportunities for growth and innovation within the Network, including initiatives to enhance its impact and reach.
- Undertake travel within Ireland (and internationally) as required.
- Any other duties assigned commensurate to this level of post.

Essential

- A minimum of 5 years' project management/leadership experience.
- A 2.1 degree (Level 8 on the National Framework of Qualifications or equivalent) in a relevant field.

- Proven track record in coordinating multi-centre projects and fostering collaboration (e.g. across sectors).
- Extensive experience in coordinating, communicating and liaising with large teams, including internal and external stakeholders at all levels and both nationally and internationally.
- Experience in public and lived experience involvement/engagement in healthcare research.
- Evidence of excellent oral and written communication skills, including the ability to write and present information aimed at academic and non-academic audiences.
- Excellent attention to detail and ability to work to tight timelines.
- Strong organisational skills, including event and workshop organization.
- High level of competence and responsiveness in managing concerns/queries and resolving problems or issues.
- High level of flexibility (i.e. in terms of tasks and priorities) and self-motivation, with the ability to work both independently and collaboratively.
- Strong IT literacy (e.g. word processing, spreadsheets and online technologies).

Desirable

- A Masters degree in a relevant discipline.
- A good knowledge of mental health and the mental health research landscape in Ireland.
- Experience in leading public engagement activities in the field of health care/mental health research.
- Demonstrated leadership in strategic planning and organisational development within research networks or similar settings.
- Some experience of developing research funding applications.
- A full driving licence.

Maynooth University Social Sciences Institute

Founded in 2001, the Maynooth University Social Sciences Institute (MUSSI) is a vibrant centre of excellence for social science research and associated activities and is recognised as a leading national and international centre for interdisciplinary social science and policy research. MUSSI hosts a number of research centres including the Centre for Mental Health & Community Research. It is also home to two national data infrastructures: the Irish Qualitative Data Archive (IQDA) and the All-Island Research Observatory (AIRO), and it has played a lead role in a number of inter-institutional collaborations, including the Irish Social Sciences Platform (ISSP) and the Digital Repository Ireland (DRI).

MUSSI and its partner centres actively undertake applied, engaged policy and community work, and has conducted research for every regional authority and almost all local authorities and government departments in Ireland, along with numerous (semi-)state bodies, NGOs and community organisations. For the past 20 years, it has conducted North-South applied research, working with several council districts, government departments and community organisations in the North.

MUSSI provides a variety of research services, including: specialist, experienced research administration; event organisation and supports; internal funding schemes (small grants, events, visitors); high quality research space and meeting rooms for research staff, doctoral students, staff on sabbatical, and international visitors; training, mentoring and advice; access to data infrastructures and to specialist research software; and introductions to external stakeholders (state, industry, civil society) through the extensive network of MUSSI members.

The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, social sciences, and humanities, 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 17,000 students on a campus with 18th century roots and 21st century dynamism.

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. We offer a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education, along with a range of international programmes and partnerships.

The strategic trajectory and accomplishments of Maynooth University, 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 ranked in the top 90 global Times Higher Education (THE) Young University rankings in 2024. Its 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. Its sources of success are the dedication of its staff and the energy and engagement of its students.

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 uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithí 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 the week of the 20th April;
- The appointment is expected to be effective as soon as possible thereafter.

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.

Maynooth University is an equal opportunities employer and is committed to supporting applicants to enable their full participation in the recruitment process. Applicants are invited to disclose a disability during the recruitment process to ensure adequate measures are in place to enable their full participation.

Terms and Conditions

Tenure	This is a part-time (0.8FTE / 4 day p.w.) temporary post for a specified purpose anticipated to be of 54 months' duration. Project end date is anticipated to be 30/11/2030
Salary	Salary: €59,812 p.a. pro rata 0.8FTE (1 point with increments) 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 with flexibility for remote working.

Annual Leave	<p>Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</p> <p>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.</p>
University policies and schemes	<p>Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:</p> <p>https://www.maynoothuniversity.ie/university-policies</p> <p>https://www.maynoothuniversity.ie/human-resources/policies</p>
Pension	<p>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</p>
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.</p>

	Applicants should address queries with their former Irish Public Sector employer.
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

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 **Tuesday, 7th April 2026**.

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