Research Communication Officer based in TCD Dublin (maternity leave replacement)

Position Start: As soon as possible (June/July) 2023

Post Title:	Research Communications Officer
Post Status:	8 month specific purpose contract
School/Institute:	Centre for Digital Humanities, Trinity Long Room Hub Arts and Humanities Research Institute, Trinity College Dublin, the University of Dublin
Location	Trinity Long Room Hub Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
Reports to:	Dr Jennifer Edmond, Co-Director of the Centre for Digital Humanities; DARIAH Board of Directors and Secretary-General
Closing Date:	7th June 2023
Salary:	€40,023 per annum pro rata [IUA Researcher scale 2022, Level 2 Point 1]

The Trinity College Centre for Digital Humanities is recruiting for a 8-month research support position requiring experience of and interest in the field of research communication and dissemination. The primary purpose of this post is to replace the current Research Communication Officer of DARIAH ERIC during her maternity leave.

The Digital Research Infrastructure for the Arts and Humanities (DARIAH) supports researchers working in the diverse community of practice known as the Arts and Humanities to build, analyse and interpret digital or hybrid resources. DARIAH's mission is to empower research communities with digital methods to create, connect and share knowledge about culture and society.

Established since 2014 as a European Research Infrastructure Consortium (ERIC), DARIAH, with its 21 member countries, is a network of people, expertise, information, knowledge, content, methods, tools and technologies. By working with communities of practice, DARIAH brings together individual state-of-the-art digital Arts and Humanities activities and scales their results to a European level. It preserves, provides access to and disseminates research that stems from these collaborations and ensures that best practices, methodological and technical standards are followed.

The Trinity College Dublin Centre for Digital Humanities hosts one of the four Coordination Offices of DARIAH ERIC. The appointee will be based there and will work closely with the other three offices in Germany, France and the Netherlands. Professor Edmond and the DH@TCD Team provide research support.

Duties and Responsibilities of the Post

The appointee will work closely and collaboratively with the DARIAH Board of Directors and the DARIAH Coordination office to implement research communication strategies and create compelling and engaging content for DARIAH stakeholders (research communities, funders, policy makers). The duties will include:

- Planning, editing and production of research content for a variety of internal and external communication channels (websites, social media, newsletter);
- Develop and implement effective research communication strategies to deliver DARIAH's messages to its stakeholders;
- Support the planning and delivery of major research events (like the DARIAH annual event) in terms of communication;
- Manage the production of the DARIAH annual report and other key research promotion material, such as posters and flyers, in a professional and timely manner;
- Represent DARIAH in various events (point of contact, research materials);
- Monitor outreach and the impact of research communication activities using analytics, feedback and reporting tools;
- Any other tasks related to research communication and outreach.

Person Specification

Applicants for this position are required to:

- Have excellent oral and written communication skills (native English speaker or equivalent), with the proven capacity and confidence to deliver a robust research outreach programme;
- Have experience in a research dissemination, communications or outreach role;
- Be proficient with website management (in particular with WordPress), design tools (e.g. Canva, Gimp), social media platforms (Twitter, Facebook, LinkedIn), and other communications technologies;
- Be highly adept at working collaboratively and in an integrated team environment
- Be a resourceful, conscientious and self-motivated individual with a 'can do attitude' and ability to see tasks through to completion

Applicants for this position are desired to:

- Understand how to communicate research results to the academic and general public;
- Have a good knowledge or background in the arts and humanities;
- Be able to manage competing priorities and maintain a high level of professionalism when working under pressure;
- Show discretion and a professional approach to all activities.

Trinity College Dublin

Founded in 1592, Trinity College Dublin is the oldest university in Ireland and one of the older universities of Western Europe. On today's campus, state-of-the-art libraries,

laboratories and IT facilities stand alongside historic buildings on a city-centre 47-acre campus.

Trinity College Dublin offers a unique research and educational experience across a range of disciplines in the arts, humanities, engineering, science, human, social and health sciences. As Ireland's premier university, the pursuit of excellence through research and scholarship is at the heart of Trinity's mission. TCD has an outstanding record of publications in high-impact journals, and a track record in winning research funding which is among the best in the country.

The Library of Trinity College is the largest research library in Ireland and is an invaluable resource to scholars. In addition to purchases and donations accrued over four centuries, the College has had 200 years of legal deposits. By this right Trinity can claim a copy of every book published in Ireland the UK. The Library contains 4.25 million volumes, 30,000 current serial titles as well as an extensive collection of manuscripts, the most famous being the Book of Kells.

DH@TCD

The Trinity College Dublin Centre for Digital Humanities (see: https://dh.tcd.ie/dh/) is internationally recognised for its track record of excellence in research, teaching and service. Its 10-year track record of externally-funded **research projects** covers a wide range of topics, with particular strengths in the development of research environments and infrastructures for the digital humanities, and the application of digital humanities insights to wider social, cultural and technical challenges (eg. critical digital humanities approaches).

Although the Centre supports a wide range of working modalities to accommodate the needs of its staff, the position will be physically based in the Trinity Long Room Hub, Trinity College Dublin's Research Institute for the arts and humanities, which makes its home in the Hub's beautiful facility on historic Fellow's Square. For more information about the Long Room Hub, see www.tcd.ie/longroomhub.

The Selection Process

Applications will be acknowledged by email. If you do not receive confirmation of receipt within 2 working days of submitting your application online, please get in touch with the hiring lead at recruitment@dariah.eu immediately and ideally prior to the closing date/time. Interviews for this position are planned during the week from 12 to 16 June 2023. Interviews will be carried out by Zoom video conference for all candidates. Interviewees will be notified of outcomes in writing no later than 10 working days following the end of the selection process.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at https://www.tcd.ie/diversity-inclusion/diversity-statement.

Application Procedure
Candidates are asked to submit one PDF file containing 1) a covering letter outlining personal motivation for seeking the role and outlining how they meet the advertised criteria 2) a full CV and 3) the names and contact details of 3 referees (email addresses if possible) to DARIAH's Board of Directors (recruitment@dariah.eu).

Please Note that:

- Applicants who do not specifically address the needs of the project described above in their cover letter will not be considered at the short list stage.
- Applicants should note that the interview process for this appointment may include the delivery of a presentation.
- Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/ and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/. Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Informal enquiries may be addressed to Arnaud Roi (arnaud.roi@dariah.eu).