

Role: Bicycle Upcycling Workshop Manager

About the Rediscovery Centre

The Rediscovery Centre, as the national centre for the circular economy in Ireland, is a creative space connecting people, ideas and resources to support low carbon living. The Rediscovery Centre has a leading role in supporting Ireland's transition to a circular economy and in doing so advocates for a more resilient and equitable society. We bring together the skills and expertise of artists, scientists, designers and craftspeople united in this common purpose of sustainability to demonstrate best practice reuse, facilitate environmental research and education and support environmental protection.

Rediscover Cycling was set up as one of the four social enterprises managed by the Rediscovery Centre, with great success in rescuing, repairing and restoring bicycles that had been destined for landfill. Having identified a need for more extensive repair programmes nationally, public funding approval was granted through Pobal to develop a new bicycle upcycling scheme and pilot effective training programmes and models that can be replicated on a nationwide basis.. While this programme is running, the bicycle team will be responsible for collecting and upcycling bicycles and e-bikes as well as providing high-quality training modules and programmes.

About The Role

Working with the Rediscovery Centre offers you the opportunity to work in an environment dedicated to finding the solutions that address environmental and societal issues through adopting circular economy principles and practice, including the proliferation of social enterprises. The cycling social enterprise, working within the Rediscovery Centre, is key to this initiative.

The main role of the Bicycle Upcycling Workshop Manager is to supervise the day to day running and development of The Rediscovery Centre's bicycle upcycling pilot programme. As part of this role specific responsibilities will include but not be limited to:

- Day to day management of the bicycle workshop, activities & staff
- Bicycle repair, recycling and reuse
- Trainee mechanic development
- Supervising all workshop activities
- Scheduling bike collections and deliveries
- Bicycle recycling business development
- Preparing bikes for point of sale and developing current retail market
- Ensuring all bicycles repaired and/or for sale are thoroughly tested and are fit for purpose on leaving the premises
- Ensuring quality & cost efficiency of all products and services
- Maintaining project records in relation to materials inventories, stocks, transport and customer care
- Undertaking regular training as identified
- Recording progress made in relation to targets and key performance indicators
- Promoting the pilot programme and associated Rediscovery Centre projects
- Assisting in the development and delivery of training programmes and workshops
- Health and safety management of the bicycle upcycling programme
- Participation in company events, promotions and meetings as required
- Liaising with all departments and staff of the Rediscovery Centre as required
- General PR, retail and customer service activities associated with the centre
- Any other duties determined necessary for the successful operation of the upcycling programme and other Rediscovery Centre associated operations

Required qualifications and experience

- Bicycle mechanic qualification and/or previous experience of working in a bike shop or bicycle maintenance role
- Committed to ensuring high standards and environmental responsibilities
- Ability to work on own initiative
- Excellent customer service skills
- Excellent bicycle mechanic training skills
- Experience of working well under pressure
- Exceptional people management and communication skills
- Full clean driver's license
- IT competent
- Can do attitude

Note for Applicants

Note: This summary is supplied for information only and does not constitute contractual terms.

This is a full-time role at 45 hours a week. It is a fixed term contract ending 22 July 2024. The contract may be extended based at employer's discretion.

Salary is €35K - €38K per annum, commensurate with experience and skills.

The role is based at the Rediscovery Centre in Ballymun, Dublin 9. Some work outside normal office hours, including evening and weekend work, and travel will be required.

The Application Process

Application in the form of a CV and covering letter illustrating how your skills and experience meet the requirements of the position should be emailed to rdcadmin@rediscoverycentre.ie marked for the attention of Roger Warburton, Programme Director.

The covering letter should be a maximum of 1 page. The closing date for applications is 5pm on 17th January 2022.

Based on the information contained in the CV and cover letter, the interview committee will select candidates for interview. Shortlisting and interview decisions will be based on the committee's assessment of candidates' qualifications, experience and skills in the area's highlighted above.

All applications will be treated in the strictest confidence. References will be sought for candidates who come under serious consideration for the post with the prior agreement of candidates.

Queries or further clarification can be directed to rdcadmin@rediscoverycentre.ie.