



## **PROGRAMME MANAGER, REDISCOVER CYCLING**

The Rediscovery Centre is the national centre for the circular economy and it supports the development of the circular economy and advocates for a more resilient, equitable society. The Rediscovery Centre is a creative movement connecting people, ideas and resources. We bring together the skills and expertise of artists, scientists, designers and craftsmen united in a common purpose of sustainability through resource efficiency and reuse. Sustainability is at the core of the Rediscovery Centre, which aims to break away from the traditional views of waste and natural resources and instead demonstrate the potential of the circular economy. For more information please see [www.rediscoverycentre.ie](http://www.rediscoverycentre.ie)

We currently have a vacancy for a Programme Manager for our bicycle social enterprise, Rediscover Cycling based in our state-of-the-art environmental centre in Ballymun, Dublin 9.

### **Role and responsibility**

The main role of the Programme Manager is to supervise the day to day running and future development of Rediscover Cycling. As part of this role specific responsibilities will include but not be limited to:

- Day to day management of the bicycle workshop and activities
- Bicycle repair, recycling and reuse
- Trainee development
- Supervising all workshop activities
- Scheduling bike collections and deliveries
- Developing and delivering in-house and external training programmes
- Delivering bicycle maintenance workshops and clinics
- 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 training, materials inventories, stocks, transport and customer care
- Undertaking regular training as identified
- Recording progress made in relation to targets and key performance indicators
- Promoting Rediscover Cycling and associated Rediscovery Centre projects
- Health and safety management of Rediscover Cycling
- 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 Rediscover Cycling and other Rediscovery Centre associated operations

### **Required qualifications and experience**

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

### **Hours and salary**

Approximately 3 days per week (on a '5 day over 7' pro rata basis). Salary based on experience and skills.

To apply, please send a CV and cover letter to [info@rediscoverycentre.ie](mailto:info@rediscoverycentre.ie) with the subject heading "Rediscover Cycling Programme Manager". Or post to Rediscovery Centre, The Boiler House, Ballymun Road, Ballymun, Dublin 9, D09 HK58

The closing date for applications is 16<sup>th</sup> April 2019 at 5pm.

Interviews will be held shortly afterwards.

For more information relating to the project please see [www.rediscoverycentre.ie](http://www.rediscoverycentre.ie)