

**Rediscovery Centre Education Administration assistant  
CE Employment Placement  
Job Description**

Name of Host Community Organisation and name of supervisor	Rediscovery Centre  Sarah Clear
Job Title	Education Administration Assistant
Main tasks (list the main duties to be done by the participant):	<p>The education administration assistants duties will include:</p> <ul style="list-style-type: none"> <li>• Assisting in the booking process of all the education workshops and activities, including contacting schools and groups by phone to confirm booking details</li> <li>• Helping with all education administration including recording number of attendees, filing of booking forms and evaluation forms</li> <li>• Liaising with education suppliers</li> <li>• Assisting with education reports and funding applications</li> <li>• Assisting in the promotion of workshops to schools, libraries, businesses and corporate bodies</li> <li>• Provide support during education workshop</li> <li>• Assistance in general administration under the direction of the office manager when required</li> </ul> <p>The successful candidate would also have the opportunity to assist and participate in our other Rediscovery Centre projects.</p>
Person Specification	<p>Enthusiastic and eager to learn Some previous relevant experience useful Basic computer skills</p>
Place of Work	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9, D09 HK58
Days or times of work	19.5 hours from Monday to Saturday (core hours Mon – Fri)
Garda Vetting	Yes
Any other work related requirements	Basic computer skills
Preferred start date:	As soon as possible
Notes:	<p>The successful candidate will gain practical skills in all aspects of the administration of a very varied and busy educational programme. An induction to the Rediscovery Centre, on the job training and supervision will be provided.</p> <p>The role will also include the development of transferable skills in environmental awareness, customer care, health &amp; safety &amp; working within a team.</p>