



# Education Officer Job description – (Maternity Cover)

## About the Rediscovery Centre

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 space 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.

## Key Responsibilities:

- Delivery of Primary School and Secondary School environmental education workshops in the newly developed Rediscovery Centre
- Delivery of education tours of the Boiler House
- Delivery of outreach education programmes/workshops/events in Dublin and further afield, as required
- Development of new innovative STEAM education programmes including activity research, activity development and preparation, workbook development, presentations etc.
- Managing volunteers and allocated staff members as necessary
- Supporting the Programme Manager and other Rediscovery Centre staff as needed
- Social media updates
- Participating in marketing and promotional events
- Preparing reports and updates for management and key stakeholders as required
- Keeping abreast of key environmental issues and incorporating knowledge into educational activities
- Keeping up to date on relevant Child Protection and Health and Safety Issues
- Assisting with gardening and management of the outdoor spaces at the centre
- Working on research projects and other tasks as required

## Terms and conditions of employment

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

This is a fixed term, part time maternity cover contract for 4 full days per week. Some work outside normal office hours will be required from time to time. The post will be based at the Rediscovery Centre, The Boiler House, Ballymun Road, Ballymun, Dublin 9, D09 HK58.

Remuneration: €28K per annum pro rata

## **The application process**

Application in the form of a CV and covering letter illustrating how the candidate's skills and experience match the requirements of the post (maximum 2 pages) should be submitted to: [info@rediscoverycentre.ie](mailto:info@rediscoverycentre.ie), marked for the attention of Sarah Clear. The closing date for applications is 5pm on 3<sup>rd</sup> September 2018. All applications will be acknowledged.

Based on the information contained in the CV and cover letter, the interview committee will shortlist candidates for interview. Shortlisting and interview decisions will be based on the committee's assessment of candidates' qualifications, experience and skills in the following areas:

### **Requirements:**

The Rediscovery Centre staff are diverse, forward thinking & inspirational leaders in education who continually seek like-minded individuals to contribute to & progress the teams activities. The ideal candidate will have a passion for education & the environment, the ability to lead & inspire children and young adults, excellent interpersonal skills, a friendly & professional manner & be a strong team player. A fun & engaging personality and a can-do attitude are essential. Good IT skills are an advantage. Flexibility with regard to time commitment is required with the expectation of evening and weekend work.

### **Essential**

- Third level qualification in science, science communication, teaching or other relevant qualification.
- 2 years experience in the design & delivery of STEAM education programmes and linking these programmes to the national curriculum.
- Excellent communication skills and ability to work with audiences of differing ages and backgrounds
- Flexible approach & strong organizational skills and able to work independently & as part of a team
- Strong administration & IT skills with a proven ability to multi-task and manage a complex work load
- Experience/knowledge of natural sciences and a strong interest in the natural world
- Awareness of Child Protection and H&S issues concerning outdoor/environmental education
- Strong understanding of formal and informal education systems
- Full clean driving licence and use of own vehicle (please state this on your application)

### **Desirable**

- Fluency in Irish Language
- Experience of managing interns and volunteers
- Experience of working on research projects.
- Experience of writing funding applications and report writing

### **Interviews**

Interviews will take place in Ballymun, Dublin 9. The Rediscovery Centre is not able to reimburse any expenses incurred by candidates to attend interview.

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

Canvassing will disqualify.