



REDISCOVERY CENTRE

PROGRAMME MANAGER REDISCOVER FURNITURE

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.

We currently have a vacancy for the role of Programme Manager, Rediscover Furniture, based in our state-of-the-art exemplar Visitor Centre in Ballymun, D09 HK58.

Role and responsibility

The main role of the Programme Manager is to manage the day-to-day running and future development of Rediscover Furniture, our Furniture reuse social enterprise. The day-to-day activities in our busy furniture social enterprise includes manual handling, work with manual and other furniture related equipment and plenty of time spent on your feet. As part of this role specific responsibilities will include but not be limited to:

- Furniture reuse, repair, restoration, redesign, design and upcycling
- Managing the Rediscover Furniture social enterprise and team
- Scheduling all furniture collection and deliveries
- Maintain project records in relation to materials & equipment inventories, stocks, transport, training and customer care
- Develop plans and maintain records in relation to training and personal development plans of trainees
- Develop and deliver regular training to the Rediscover Furniture team
- Co-ordinate and supervise all workshop activities
- Health & Safety management of Rediscover Furniture
- Develop and deliver in-house and external training workshops, events and other programmes to all ages
- Ensure quality & cost efficiency of all products and services
- Develop, support and lead projects relating to the sustainability of furniture
- Assist with product marketing and development
- Record progress made in relation to targets and key performance indicators
- Preparing and submitting technical and financial reports as requested
- Promote & develop Rediscover Furniture and associated Rediscovery Centre projects
- Participate in company events, promotions and meetings as required
- Liaise with all departments and staff of the Rediscovery Centre as required
- Assist with general marketing, retail and customer service activities associated with the centre
- Any other duties determined necessary for the successful operation of Rediscover Furniture

and other Rediscovery Centre associated operations

Required qualifications and experience

- Relevant qualifications in, or previous experience of, working in the Furniture sector, e.g. carpentry / cabinet making, training, design etc.,
- Excellent technical skills related to working with Furniture (Design, Build, Upcycle & Repair)
- Excellent furniture painting & finishing skills
- Committed to ensuring high quality standards
- Ability to work on own initiative and lead a team
- Excellent customer service skills
- Excellent training skills for kids and adults (training qualifications and/or experience preferred)
- Experience of working well under pressure
- Exceptional people management and communication skills
- IT competency
- Can do attitude
- Full driving license

Desirable attributes

- Previous experience in teaching or mentoring
- Presentation skills
- Manual handling training & other Health & Safety training
- CAD and / or other computer design skills
- Upholstery
- French polishing

Hours and salary

Approximately 5 days per week (on a '5 day over 7' basis). Salary circa €30 – 35K, based on experience and skills.

To apply, please send a CV and cover letter to rdcadmin@rediscoverycentre.ie with the subject heading "Rediscover Furniture Programme Manager". Or post to Rediscovery Centre, The Boiler House, Ballymun Road, Ballymun, Dublin 9, D09 HK58

The closing date for applications is 21st November 2021.

Interviews will be held on the 2nd or 3rd December.

For more information relating to the project please see www.rediscoverycentre.ie

Informal queries ONLY to: Roger Warburton, Programme Director, roger@rediscoverycentre.ie