**Director of Policy and Research**

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 in support of a better environment.

**About The Role**

Working with the Rediscovery Centre as the Director of Policy and Research offers you the opportunity to lead a team dedicated to finding the solutions that address environmental and societal issues through the adoption of circular economy principles and practice. We are looking for an experienced and inspirational leader with strong analytical, strategy and stakeholder engagement skills. Reporting directly to the CEO and the Board of Directors, the Director of Policy & Research will lead the policy and research activity at the centre, growing the team and operations to support the development of the circular economy within Ireland and internationally.

This is a senior key role at the Rediscovery Centre as contributing to policy, research and knowledge is at the heart of everything we do and vital to developing the circular economy in Ireland. The role will include but will not be limited to:

- Developing and growing the Policy & Research team’s capacity
- Project management and administration for research projects, including:
  - Internal and external communications and reporting
  - Stakeholder management
  - Delivery of oral and written communications
  - Financial control and budget management
  - Preparation of technical and financial reports
  - Managing teams and resources
- Building on and developing strong relationships with industry partners, local authorities, government agencies and academic institutions to create opportunities to promote the circular economy
- Investigating and creating funding opportunities within Ireland and the EU in support of circular economy objectives
- Supporting current programmes such as the CE Academy, STEM & Sustainability and national circular economy engagement campaigns
- Supporting social enterprise development and participating in the centre’s mentoring programmes
- Preparing project proposals, funding applications and award submissions
- Marketing and communicating research on the circular economy, including:
  - National public awareness campaigns, platforms and tools
  - Dissemination of research results and conferences and training events within Ireland and the EU
Promotion of research on websites, social media and in printed material including articles, brochures and newsletters

- Representing the Centre on national platforms/representative bodies, at meetings, conferences and events

- Undertaking other duties as may be reasonably required and which are consistent with the general level of responsibility of this job

Role Requirements

- A relevant third level qualification to masters degree level or equivalent
- Minimum of 8 years’ relevant experience including team leadership experience.
- At least 5 years’ experience working in policy, research and/or business development
- Significant project management experience and ability to demonstrate skills development within a similar role
- Experience in writing successful funding proposals and managing collaborative projects
- Previous experience of working on policy reviews and interpretation
- Experience in marketing and disseminating policy & research outcomes
- Previous experience of building and managing effective project teams
- Previous experience of working on EU projects (desirable)

Desirable Skills, Personal Attributes and Interests

- Strong analytical and project management skills
- Keen interest and knowledge of environmental issues and the circular economy
- Advanced problem-solving and analytical skills including an ability to accurately analyse and interpret data to inform project decisions
- Self-motivated, highly organised individual with ability to coordinate multiple projects
- Strong communication and interpersonal skills to work with colleagues and stakeholders at all levels of an organisation
- Proficient in the use of IT and programmes including Microsoft Office (Work, Excel, PowerPoint), MS Project (desirable), Google (Docs, Sheets, Slides), etc.,

Notes for Applicants

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 with the email subject: Director of Policy & Research.

The covering letter should be a maximum of 2 pages. The closing date for applications is 5pm on August 6th 2021. 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 areas 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. A panel
of successful candidates will be formed as a result of the interview process which will remain in place for 24 months and from which future vacancies will be filled.

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

This is a full time fixed term contract for 2 years. The contract may be extended at the employer’s discretion. The salary range is between €48,500 – €58,500. Commensurate on experience. The role is based at the Rediscovery Centre in Ballymun, Dublin 9. Some work outside normal office hours and travel within EU may be required from time to time.

Informal queries ONLY to: Sarah Miller, CEO, sarah@rediscoverycentre.ie.