

Role: Training Development & Delivery Manager

About the Rediscovery Centre

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 and support environmental protection.

Rediscover Cycling was set up as one of the four social enterprises managed by the Rediscovery Centre, with great success in rescuing, repairing and restoring bicycles that had been destined for landfill. Having identified a need for more extensive repair programmes nationally, public funding approval was granted through Pobal to develop a new bicycle upcycling scheme and pilot effective training programmes and models that can be replicated on a nationwide basis. As part of this scheme The Rediscovery Centre seeks to develop and provide high-quality training modules and programmes within the area of bicycle upcycling, repair and restoration.

About The Role

Working with the Rediscovery Centre offers you the opportunity to work in an environment dedicated to finding the solutions that will address environmental and societal issues by adopting circular economy principles and practice. Our collection of social enterprises, working within the Rediscovery Centre, is key to this initiative.

The main role of the **Training Development & Delivery Manager** is to lead the design and accreditation of new training programmes, deliver accredited and unaccredited training to staff and members of the public, and manage the administration of qualifications and certifications.

As part of this role specific responsibilities will include but not be limited to:

- Designing training modules including course content, study materials and assets, teaching methods, and structure.
- Working with pilot project partners in developing training programmes, including Rothar
- Liaising with appropriate accrediting bodies to seek course recognition and certification
- Delivering accredited and unaccredited workshops and courses on and off site, to staff as well as members of the public
- Development of training delivery services
- Maintaining project records in relation to training development and trainee progress
- Managing a process of continual professional development of staff
- Undertaking regular training as identified
- Recording progress made in relation to targets and key performance indicators
- Assisting in assorted workshop activities such as upcycling, donation collection, and stock management
- Promoting our programmes, social enterprises and associated Rediscovery Centre projects
- 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 all Rediscovery Centre associated operations

Required qualifications and experience

- Experience (minimum 2 years) of developing and running teaching modules in a practical/technical curriculum
- Relevant qualifications and/or previous work in a similar role
- Proven commitment to ensuring high standards
- Ability to work on own initiative
- Excellent teaching methods and training skills
- Evidence of working well under pressure
- Exceptional people management and communication skills
- High IT competence
- Can do attitude

Note for Applicants

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

This is a full-time role at 45 hours a week. It is a fixed term contract ending 22 July 2024. The contract may be extended based at employer's discretion.

Salary is €35K - €38K per annum, commensurate with experience and skills.

The role is based at the Rediscovery Centre in Ballymun, Dublin 9. Some work outside normal office hours, including evening and weekend work, and travel will be required.

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 marked for the attention of Roger Warburton, Programme Director.

The covering letter should be a maximum of 1 page. The closing date for applications is 5pm on 17th January 2022.

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 area's 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.

Queries or further clarification can be directed to rdcadmin@rediscoverycentre.ie.