



## Centre Director, Rediscovery Centre

<b>Job Description</b>	<p>The Rediscovery centre, housed in the redesigned boiler house in Ballymun, opened to the public in May 2017 as the national centre for the circular economy and a creative hub connecting people, ideas and resources for sustainable living.</p> <p>The Rediscovery Centre is an award winning green building where visitors can be inspired, learn new environmental skills, and discover opportunities for low carbon living through hands-on activities and interactive workshops. Our workshops produce beautifully upcycled and restored furniture, bikes, fashion and paint. Finished items are sold in the centre's Ecostore alongside the creations of Ireland's leading and emerging green designers. The centre café provides a welcoming space for innovators and creatives to meet and socialise.</p> <p>The centre promotes learning for all ages and abilities through interactive, informal hands-on exhibits and educational programmes. We also deliver workshops and facilitate conferences and events to engage and ignite action around sustainable living.</p> <p>There is something for everyone to enjoy at the Rediscovery Centre; from the perfect family day out to school tours, group tours, corporate events and team challenges to fashion and furniture workshops, bike mechanic training and cooking.</p> <p>The role of Centre Manager is a new role, critical to the future success and growth of the Rediscovery Centre. We are looking for a confident, natural leader with a passion for the environment and the energy and enthusiasm to develop the centre as an international eco-destination and world class visitor experience.</p> <p>Reporting to the CEO, the Centre Director will have full operational responsibility for the Rediscovery Centre experience. A key requirement of the role is to ensure that all visitors have a memorable and enjoyable experience through the smooth running of the centre on a day-to-day basis.</p> <p>Duties will include:</p> <ul style="list-style-type: none"><li>• Co-ordination of all operational activity to ensure an exceptional visitor experience.</li><li>• Day to day running of the centre</li><li>• Managing, training &amp; motivating the team</li><li>• Designing and developing customer experience</li><li>• Responsibility for booking and management of corporate and educational groups</li><li>• Liaising with Marketing to drive awareness of events and to maximise bookings across customers segments</li></ul>
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	<ul style="list-style-type: none"> <li>• Responsibility for retail and café/catering offerings</li> <li>• Supporting staff and trainee personal and professional development</li> <li>• Revenue generation through new business development</li> <li>• CSP administration &amp; management</li> </ul>
<b>Person Specification</b>	<p>The successful applicant will have previous experience in developing and safeguarding customer services, have a third level qualification or equivalent in a relevant discipline, such as Business, Hospitality and have over 5 years previous management experience.</p> <p>Other required skills and attributes will include;</p> <ul style="list-style-type: none"> <li>• Commitment to excellence in customer service</li> <li>• Business development skills</li> <li>• Proven track record in sales, achieving targets and</li> <li>• Experience of training, motivating and developing team members</li> <li>• Excellent organisational skills</li> <li>• Ability to learn &amp; a keen interest in the environment</li> <li>• Be able to communicate – written and verbal</li> <li>• Keen eye for detail &amp; a positive attitude</li> <li>• Previous stakeholder management experience</li> <li>• Commitment to community development</li> <li>• Full clean driving licence</li> <li>• Available to work weekends when required</li> </ul> <p>Experience in tourism services, hospitality or a Visitor Attraction would be an advantage.</p>
<b>Reporting to</b>	Rediscovery Centre CEO & Board of Management
<b>Place of Work</b>	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9
<b>Hours of work</b>	40 hours per week over 7 days (to be agreed with the successful candidate) Primarily Mon – Saturday
<b>Salary</b>	Commensurate with experience
<b>Other</b>	Garda vetting & medical required.