



## **Circular Economy and Climate Change Communications Assistant**

**The Rediscovery Centre, Ballymun, Dublin 9**

The Rediscovery Centre is currently recruiting an experienced and enthusiastic science Communications professional to join our team.

### **The Rediscovery Centre**

The Rediscovery Centre is the national centre for the circular economy, supporting the transition to a circular economy and advocating for a more resilient, equitable society in the face of climate breakdown. The Rediscovery Centre is recognised as a creative movement connecting people, ideas and resources to enable circularity and *mobilise* the skills and expertise of artists, scientists, designers and craftsmen united in this common purpose. Sustainability is at the core of the Rediscovery Centre, which aims to break away from the traditional practice of wasting natural resources and instead demonstrate the opportunities of the circular economy. For more information on our work, please see [www.rediscoverycentre.ie](http://www.rediscoverycentre.ie).

The Rediscovery Centre is very active in science and policy communications relating to climate action and the circular economy. Our communications include the translation of complex topics to inform and engage public participation.

The Rediscovery Centre staff are diverse, forward thinking & inspirational leaders in public engagement, education and communications who seek like-minded individuals to contribute to & progress the centre's mission. The ideal candidate will have experience in science & policy communication, events, marketing and promotion. They will have a passion for environmental sustainability and recognise the opportunity of the circular economy to tackle climate change. Excellent interpersonal skills, a can-do attitude and team working skills are essential. Flexibility with regard to time commitment is required with the expectation of occasional evening and weekend work.

### **The Role**

Reporting to: Circular Economy & Policy Communications Manager

Place of Work: Rediscovery Centre, Boiler House, Ballymun, Dublin 9, D09 HK58

Hours of Work: 5 days per week (with evening and weekend work as required)

Fixed term contract: 12 month fixed term contract

The role will include but will not be limited to:

- General activities relating to Communications, Marketing, Promotions and Advertising.
- Design and production of assets for communication and social media
- Supporting website communications
- Preparing reports and communications for management and key stakeholders as required including newsletters, funding applications, technical reports and marketing impact reports
- Assisting with event management, preparation, set up and dismantling for events
- Research and development on science communications, particularly science communication, digital customer journey, CRM Database & data strategy
- Ensuring the professional delivery of Rediscovery Centre's communications



# REDISCOVERY CENTRE

- Other related tasks as the Rediscovery Centre may reasonably direct from time to time.

## **Role Requirements**

### **Essential:**

- 1+ years' experience in marketing & communications
- Relevant qualification in science communications or equivalent
- Skilled in Google suite and MS Office.
- Experience in report writing and dissemination
- Experience in event preparation and management

### **Desirable**

- Experience with design tools such as Canva, Adobe Creative Suite, or similar
- Experience in website and CRM management

## **Terms and conditions of employment**

*Note: This summary is supplied for information only and does not constitute contractual terms. This is a fixed-term full-time contract of service, five days over seven, with a probationary period of 3 months.*

Remuneration: €26,000 per annum

Some work outside normal office hours will be required from time to time. This position is subject to satisfactory references, Evidence of permit to work in Ireland, Garda Vetting and foreign police clearance (if applicable).

## **Note for Applicants**

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](mailto:rdcadmin@rediscoverycentre.ie) titled 'Circular Economy and Climate Change Communications Assistant'.

The covering letter should be a maximum of 1 page.

The closing date for applications is 5pm on 19<sup>th</sup> December 2021.