**DIRECT Project Administrator,**  
**Rediscovery Centre, Ballymun, Dublin 9**

**The Rediscovery Centre**

The Rediscovery Centre is the National Centre for the Circular Economy in Ireland. A creative movement connecting people, ideas and resources to support greener low-carbon living.

As the National Centre for the Circular Economy, we bring together the skills and expertise of artists, scientists, designers and craftspeople united in a common purpose of sustainability. Located in a bespoke demonstration eco-facility, we support four reuse social enterprises; Rediscover Furniture, Rediscover Fashion, Rediscover Paint and Rediscover Cycling. These businesses use unwanted materials for new product development and design demonstrating effective resource efficiency, reuse and low carbon living.

**DIRECT Life**

DIRECT (Digital Rediscovery Centre) is an EU LIFE funded project, managed by the Rediscovery Centre. The project will deliver a modern and robust digital infrastructure for the national centre for circular economy. This digital transformation for the Rediscovery Centre will have implications across all aspects of our work, from communication and education to operations and management. The project will build upon the success of the work of the Rediscovery Centre to date, while also allowing us the capacity to explore and develop new areas. The project is organized through four clearly defined work packages (Roadmap, Rollout, Review and Running) over a two year period beginning in October 2021.

**The role of DIRECT Project Administrator**

The DIRECT Project administrator reports directly to the DIRECT Project Coordinator. Responsibilities include:

- Verbal written and email communications on behalf of the Rediscovery Centre
- Assistance with the preparation of
  - Technical reports
  - Research studies and reports
  - Case studies
  - Presentations
  - Other communications as appropriate
- Coordination & scheduling of internal and external meetings
- Attendance at meetings & minute taking
- Support and/or management of
  - Events
  - Workshops
  - Data collection & monitoring
- PR and communications support including social media as required
- Travel arrangements
- File management / data control
- General administration support
- Any other duties as required for the role

**Terms and conditions of employment**

*Note: This summary is supplied for information only and does not constitute contractual terms.*
This is a full-time position for a fixed term of two years with a salary of €28,000 – €30,000 based on experience. Hours of working will be 9am – 5pm, 5 days per week. Some work outside normal office hours will be required from time to time. The post will be based at the Rediscovery Centre, Boiler House, Ballymun Road, Dublin 9. Flexible working arrangements may be discussed with the successful candidate.

The application process

Application in the form of a CV and covering letter illustrating how the candidate’s skills and experience match the requirements of the post (maximum 2 pages) should be submitted to: rdcadmin@rediscoverycentre.ie, marked for the attention of Steve O’Reilly. The closing date for applications is 21st November 2021.

Based on the information contained in the CV and cover letter, the interview committee will contact candidates for interview. Shortlisting and interview decisions will be based on the committee’s assessment of candidates’ qualifications, experience and skills in the following areas:

**Academic qualifications:**
- A relevant degree in a business discipline or similar.

**Experience:**
- At least 3 years’ work experience in a relevant position
- Well developed and proven administration skills
- Research capability is desirable.
- Previous experience of working on EU projects is desirable
- Experience in organizing brainstorming and workshops
- Experience in digital marketing is desirable
- Experience in organizational transitions or change management is desirable

**Skills:**
- Strong IT skills (Google Suite, Microsoft Word, Powerpoint, Outlook and Excel essential. MS Project and CAD experience desirable)
- High level of attention to detail
- Willingness to learn
- Good oral and written communication skills
- Excellent numeracy skills
- Ability to multitask
- Marketing experience
- Flexible and enthusiastic approach to work
- Experience with brainstorming tools such as Miro is desirable
- Previous work with any Adobe packages is a big plus

**Interviews**

Interviews will take place remotely via Zoom or in Ballymun, Dublin 9 within 2 weeks of the application closing date. The Rediscovery Centre is not able to reimburse any expenses incurred by candidates to attend interview.

All applications will be treated in strict confidence. References will be sought for candidates who come under serious consideration for the post and referees will be contacted with the prior agreement of candidates.

Canvassing will disqualify.