The Rediscovery Centre, Ballymun, Dublin 9

The Rediscovery Centre are currently recruiting an experienced and enthusiastic Science Communications Assistant to join our team.

The Rediscovery Centre

The Rediscovery Centre is the national centre for the circular economy, supporting the development of the circular economy and acting as an advocate for a more resilient, equitable society. The Rediscovery Centre is a creative movement connecting people, ideas and resources. We bring together the skills and expertise of artists, scientists, designers and craftsmen united in a common purpose of sustainability through resource efficiency and reuse. Sustainability is at the core of the Rediscovery Centre, which aims to break away from the traditional views of waste and natural resources and instead demonstrate the potential of the circular economy.

For more information, please see www.rediscoverycentre.ie.

The Rediscovery Centre is very active in the field of environmental and STEM education. We offer a range of education workshops for primary and secondary school students, special needs groups and adults, which focus on interactive learning about sustainability, environmental issues and STEM. Our school workshops are linked to the national curricula and are based on hands-on enquiry and experiential learning tailored to class requirements. Workshops are offered in the Rediscovery Centre’s Boiler House in Ballymun, outreach workshops in schools and libraries and virtual workshops delivered either live streamed to schools or through pre-recorded videos. The Rediscovery Centre run education events throughout the year on themes such as science, sustainability and the circular economy.

The Rediscovery Centre staff are diverse, forward thinking & inspirational leaders in education who continually seek like-minded individuals to contribute to & progress the education team’s activities. The ideal candidate will have some experience in events, marketing and promotion and a passion for education and the environment. 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: The Centre Director
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:

- Events:
  - Planning and organisation of events in tandem with the Events and Education teams, liaising with exhibitors and relevant stakeholders.
  - Assisting with event management, preparation, set up and dismantling for events
  - Other activities as direct by the Marketing and Events team
Communications and Marketing:
- Communications, marketing, promotion and advertising, in collaboration with the Marketing team and Head of Education
- Research and development on science communications, particularly science communication, digital customer journey, CRM Database & data strategy
- Design and production of assets for communication and social media
- Preparing event and marketing reports for management and key stakeholders as required
- Ensuring the professional delivery of Rediscovery Centre’s marketing and events
- Supporting the Education and Events managers with logistical and administrative support
- Occasional delivery of Rediscovery Centre’s primary, secondary school and special needs science workshops if required
- Supervision of trainees and interns as required
- Other related tasks as the Rediscovery Centre may reasonably direct from time to time.

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: €23,700 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).

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 titled ‘Science Communications Assistant’.

The covering letter should be a maximum of 1 page. The closing date for applications is 5pm on 3rd December 2021.