




Rediscovery Centre, Tour Guide & Visitor Engagement Officer

The Rediscovery Centre is an eco-destination and the national centre for the circular economy. Our vision is to grow The Rediscovery Centre as a visitor attraction and educational space where we will engage with people from any background and promote the creation of a clean, safe environment. This role is key to that vision and will be integral in achieving this.

Job Description	<p>Exciting opportunity for a tour guide to join the Rediscovery Centre’s dynamic team. Reporting directly to the Centre Director, the Tour Guide will assist in developing a positive visitor journey and experience at the Centre and through digital engagement. Duties will include but not be limited to ;</p> <ul style="list-style-type: none"> • Developing and delivering visitor experience journeys • Designing and hosting children’s birthday parties • Assisting the education team with workshops and events • Representing the Rediscovery Centre at off-site events • Maintaining positive stakeholder relationships • Supporting ticketing and online sales • Scheduling tours and arranging payments • Supporting Centre activities, events and meetings • Researching and competing for funding opportunities • PR and communications including online engagement • Preparing and presenting verbal and written and communications on behalf of the Rediscovery Centre • Providing general administration & reception support • Coordinating & scheduling internal and external meetings • Providing assistance for the Centre’s Ecostore, café and front of house activities
	<p>To be successful in your application you will have a keen interest in tourism and previous customer service experience. Well-developed communication and administration skills would also be valuable in the role to encourage positive engagement. Other required skills and attributes of the successful candidate will include:</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills • Ability to engage people • Developed administration skills and a keen eye for detail • A positive attitude • Self-motivated and energetic • An outgoing personality and desire to work in a fast paced environment • A strong work ethic and thrive for success • Willingness to learn and to participate in employee progression programmes
Reporting to	Centre Director, Programme Director, CEO
Place of Work	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9
Hours of work	20 hours per week over 7 days (to be agreed with the successful candidate) Must be available to work weekends and occasional evening shifts
Salary	€ 24,000 per annum, pro rata. Commensurate with experience
Other	The Rediscovery Centre is committed to the personal and professional development of all staff. Training and education will be supported. Garda Vetting & medical required.

Eligibility	Person in receipt of Jobseeker’s Benefit (JB), Jobseeker’s Assistance (JA), One Parent Family payment (OPF) or the Jobseeker Transitional Payment for more than one year
How to apply	Share your CV with a short paragraph on why you feel you would be suitable for the role, either by email to rdcadmin@rediscoverycentre.ie (subject line ‘Tour Guide & Visitor Engagement Officer’), by post to The Rediscovery Centre, Boiler House, Ballymun, D09 HK58, or in person to the same address
<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="368 398 576 477">  <p>pobal government supporting communities</p> </div> <div data-bbox="643 398 695 470">  </div> <div data-bbox="724 412 911 454"> <p>Riailtas na hÉireann Government of Ireland</p> </div> <div data-bbox="970 412 1225 470">  <p>REDISCOVERY CENTRE</p> </div> </div> <p style="text-align: center; font-size: small;">This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme</p>	