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

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;

- 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 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

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:

- 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.
<table>
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<tr>
<th><strong>Eligibility</strong></th>
<th>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</th>
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<tbody>
<tr>
<td><strong>How to apply</strong></td>
<td>Share your CV with a short paragraph on why you feel you would be suitable for the role, either by email to <a href="mailto:rdcadmin@rediscoverycentre.ie">rdcadmin@rediscoverycentre.ie</a> (subject line ‘Tour Guide &amp; Visitor Engagement Officer’), by post to The Rediscovery Centre, Boiler House, Ballymun, D09 HK58, or in person to the same address</td>
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*This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme*