Role: Research Internship

About the Rediscovery Centre
The Rediscovery Centre, as the national centre for the circular economy in Ireland, is a creative space connecting people, ideas and resources to support low carbon living. The Rediscovery Centre has a leading role in supporting Ireland’s transition to a circular economy and in doing so advocates for a more resilient and equitable society. We bring together the skills and expertise of artists, scientists, designers and craftspeople united in this common purpose of sustainability to demonstrate best practice reuse, facilitate environmental research and education and support environmental protection.

About The Role
Working with the Rediscovery Centre offers you the opportunity to work in an environment dedicated to finding the solutions that address environmental and societal issues through adopting circular economy principles and practice.

We are open to applications from interns for a research position in our research and policy team. The role involves working on projects to develop the circular economy within Ireland and internationally. Reporting to the Policy and Research Director, the Research Intern will support research projects that align with the centre’s strategy and social enterprise activity.

Research and knowledge is at the heart of everything we do and enables us to better drive the development of the circular economy in Ireland. The Research intern will work closely with a dedicated team and their tasks will include but not be limited to:

- Supporting project management & administration for research projects and campaigns including:
  - Internal & external communications & reporting
  - Supporting written communications
  - Supporting preparation of technical and financial reports
- Marketing and communicating research on the circular economy including:
  - Supporting dissemination of research results
  - Promotion of research on websites, social media and in printed material including articles, brochures and newsletters
- Undertaking other duties as may be reasonably required and which are consistent with the general level of responsibility of this role

Role Requirements

Essential:
- A relevant third level qualification to Masters or PhD level

Desirable:
- Previous experience of working on topics including sustainability or circular economy

Skills, Personal Attributes & Interests

- Analytical and project management skills
- Interest and knowledge of circular economy, environmental issues and/or social enterprise
- Problem-solving and analytical skills
- Self-motivated, organised individual
- Strong communication and interpersonal skills
- Proficient in the use of IT and programmes including Microsoft Office (Work, Excel, PowerPoint), MS Project (desirable), Google (Docs, Sheets & Slides), etc.
Note for Applicants

Note: This summary is supplied for information only and does not constitute contractual terms.

This is a full time, fixed term contract for 6 months. The contract may be extended based at employer’s discretion. Part-time working may be considered.

The role is based at the Rediscovery Centre in Ballymun, Dublin 9, however flexibility for remote working and/or blended working can be discussed on application. Some work outside normal office hours will be expected from time to time.

Remuneration will be €10.50 per hour.

The Application Process

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 marked for the attention of Sarah Miller, CEO. The covering letter should be a maximum of 1 page.

Based on the information contained in the CV and cover letter, the interview committee will select candidates for interview. Shortlisting and interview decisions will be based on the committee’s assessment of candidates’ qualifications, experience and skills in the area’s highlighted above.

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

A panel of successful candidates will be formed as a result of the interview process which will remain in place for 12 months and from which future vacancies will be filled.

Queries or further clarification can be directed to rdcadmin@rediscoverycentre.ie.