


**Rediscovery Centre**  
**Gardening & Facilities Assistant Job Description for CE Work Placement Position**

Name of Host Community Organisation	The Rediscovery Centre 
Job Title/Position	<b>Gardening &amp; Facilities Assistant</b>
Reporting to:	Roger Warburton, Programme Director
Job Purpose	Provide assistance to Gardening & Facilities team at the Rediscovery Centre
Main Tasks/Duties	<p>The successful applicant will have a desire to learn &amp; an interest in excellence in facilities management and will develop skills in this area. Duties will include:</p> <ul style="list-style-type: none"> <li>• Maintenance of Rediscovery Centre building &amp; campus / grounds</li> <li>• Gardening</li> <li>• Upkeep of various eco feature of one of Irelands greenest buildings</li> <li>• General day to day tasks related to running a popular visitor attraction and education centre</li> <li>• Understanding the key company's messages &amp; ethos and communicating same</li> <li>• Attend and work at a variety of Rediscovery Centre related events &amp; activities, both at the Rediscovery Centre and beyond</li> </ul>
Job Training	<p>The participant can expect to develop essential gardening &amp; facility management skills including;</p> <ul style="list-style-type: none"> <li>• Building management</li> <li>• Gardening and Horticulture</li> <li>• Upkeep of various eco feature of one of Irelands greenest buildings</li> <li>• Health &amp; Safety</li> <li>• Energy and Sustainability – waste reduction, energy efficiencies, etc</li> </ul> <p>Role will include development of a range of other transferable skills which would enhance future job prospects.</p>
Please outline how this role may enhance participant's skills and future job prospects:	<p>Green building management and Green gardening skills will become ever more important for Ireland to meet its climate and other environmental targets and this role will provide training in these key areas, and thus future employment opportunities.</p> <p>Role will include development of a range of transferable skills which would enhance future job prospects and will also include the development of transferable skills in retail, customer care, health &amp; safety &amp; working within a team.</p>
Place of Work	Rediscovery Centre, Boiler House, Ballymun, Dublin 9
Preferred days or times of work	<p>Core hours = Mon – Fri, 9am – 5pm</p> <p>Flexibility with hours required where possible and where adequate notice is provided.</p> <p>Occasional weekend and evening work may be required.</p>
Any other work related requirements	Will be required to help out with other Rediscovery Centre related activities and events.