



Marketing & Communications Lead

The Rediscovery Centre is currently seeking an experienced and driven Communications professional to join our team.

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. For information please see www.rediscoverycentre.ie. A copy of our current strategic plan can be found [here](#)

Reporting directly to, and liaising with the Centre Director, the Marketing & Communications Lead will be responsible for the coordinating and delivering communication and event management activities for a growing organisation in a growth sector

This is a pivotal role at the Rediscovery Centre, maintaining strong and consistent messaging and delivering exemplary customer experiences as the organisation continues to grow and support the development of the circular economy in Ireland. 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.

Role Description

This is a dynamic and hands-on role where you will be a key driver of company communications and the promotion and delivery of events, services, products and programmes. The work will include, but not be limited to :

- Sales, marketing and communications management
- Website maintenance, content creation and SEO
- Strategic communication, brand management and advocacy, including:
 - Marketing plan creation, development and delivery
 - Campaign design, development and delivery
 - Preparation and distribution of marketing materials including newsletters and brochures
 - Ownership of content calendar and approval process
 - Digital marketing and social media
 - Digital advertising and e-commerce
- Event Management including
 - Planning organising and executing internal and external events
 - Developing and marketing venue hire, catering and other in-house offerings
 - Creating and nurturing strong relationships with customers and clients
- Ensuring excellence in communications and customer service
- Measuring, monitoring, reporting and evaluating impact and derive actionable insights
- Assisting the preparation of financial and technical reports, funding proposal and strategic documents
- Communicating on behalf of, and representing, the Rediscovery Centre
- Handling general PR and customer service activities
- Liaising with, and supervising staff, volunteers and CE participants to ensure the successful coordination of communication strategies and events



- Any other duties determined necessary for the successful operation of the Rediscovery Centre

Essential Role Requirements

- Third level qualification in relevant discipline such as communications, marketing or digital media and
- Minimum 4 years' experience in similar position
- Previous responsibility for overseeing communications and events
- Excellent digital marketing, social media, advertisement and PR skills
- Confidence and a proven track record in effective communications, sales and marketing
- Event management experience
- Track record in motivational leadership
- Excellent customer service and experience in customer/client relations
- Project Management skills

Additional Desirable skills

- Keen interest in environmental and sustainability issues
- Experience with
 - CRM such as Salesforce,
 - CMS Systems (WordPress, Squarespace),
 - Hootsuite and Adobe
 - SEO and data analytics

Skills, Personal Attributes & Interests

- Can do attitude and ability to work on own initiative
- Excellent oral, written and interpersonal communication skills
- Ability to work and remain calm under pressure
- High attention to detail
- Time management

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 for 24 months, five days over seven, with a probationary period of 3 months. The contract is renewable, subject to available funding.

The role is primarily based at the Rediscovery Centre in Ballymun, Dublin 9. Some work outside normal office hours and travel within the EU may be required from time to time.

Remuneration: Starting Salary €40,000 - €45,000 depending on experience. This position is subject to satisfactory references, evidence of permit to work in Ireland, Garda Vetting and foreign police clearance (if applicable).

Note for Applicants

Application in the form of a CV and cover letter illustrating how your skills and experience meet the essential role requirements of the position should be emailed to careers@rediscoverycentre.ie with subject line reference 'Marketing and Communications Lead'.



REDISCOVERY CENTRE

The cover 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.

The closing date for applications is **September 23rd at 5pm**. Interviews for the position will be held during the week beginning September 30th.