



REDISCOVERY CENTRE

Facilities Officer

The Rediscovery Centre, Ballymun, Dublin 9

The Rediscovery Centre is currently recruiting an enthusiastic Facilities Officer to join our team.

The Rediscovery Centre

The Rediscovery Centre is the national centre for the circular economy, supporting the transition to a circular economy and advocating for a more resilient, equitable society in the face of climate breakdown. The Rediscovery Centre is recognised as a creative movement connecting people, ideas and resources to enable circularity and mobilise the skills and expertise of artists, scientists, designers and craftsmen united in this common purpose. Sustainability is at the core of the Rediscovery Centre, which aims to break away from the traditional practice of wasting natural resources and instead demonstrate the opportunities of the circular economy. For more information on our work, please see www.rediscoverycentre.ie.

The Role

Reporting to: Centre Director

Place of Work: Rediscovery Centre, Boiler House, Ballymun, Dublin 9, D09 HK58

Hours of Work: 5 days per week (with evening and weekend work as required)

Fixed term contract: 12 month fixed term contract

Wages: €26,000 - €32,000 depending on experience

The role will include but will not be limited to:

- General and specific maintenance
- Cleaning
- Gardening
- Quality, Environmental and Health and Safety Compliance
- Dealing with suppliers
- Leading the coordination with contractors and Rediscovery Centre team regarding campus servicing and maintenance
- Liaising with 3rd party contractors and the Rediscovery Centre team on maintenance and development of Rediscovery Centre HQ as exemplar eco building
- Adhering to company policies and procedures

- Assisting with event management (room set up etc.)
- Assisting with the supervision of community employment trainees in the facilities team
- Assisting with the management and operation of the centre
- Continual upskilling in relation to green technology operation and sustainable horticulture.

Role Requirements

- Motivation and willingness to learn
- Ability to work in a fast paced environment
- Strong work ethic and desire to succeed
- Ability to communicate – good written and verbal skills
- Good people skills
- Keen eye for detail
- Positive attitude
- Full clean driving licence (Advantage)
- Available to work weekends when required
- Willingness to learn and participate in employee progression programme

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, five days over seven, with a probationary period of 3 months.

This role is subject to the eligibility criteria set down in the Pobal Community Services Programme. Applications will only be accepted from persons in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA), One Parent Family payment (OPF) or the Jobseeker's Transitional Payment. A CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by the Department of Employment Affairs and Social Protection (DEASP). If you have any queries about your eligibility please contact careers@rediscoverycentre.ie.

Some work outside normal office hours will be required from time to time. 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 covering letter illustrating how your skills and experience meet the requirements of the position should be emailed to careers@rediscoverycentre.ie titled Facilities Officer for the attention of CSP Manager. Deadline 5pm 1st November 2024.

The covering letter should be a maximum of 1 page.

Funding for this role is administered by Pobal through its Community Services Programme, on behalf of the Department of Rural and Community Development.



Rialtas na hÉireann
Government of Ireland



This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme