



Community Training & Outreach Facilitator

The Rediscovery Centre, Ballymun, Dublin 9

The Rediscovery Centre is the national centre for the circular economy in Ireland; an internationally recognised creative movement connecting people, ideas and resources to support low carbon living.

Sustainability is at the core of the Rediscovery Centre, which brings together the multidisciplinary skills and expertise of staff, collaborators and supporters to shape and enable more connected, resilient and equitable communities in the face of climate breakdown.

The Rediscovery Centre's vision for a society that is fair, inclusive and thrives within natural resources has underpinned our strategic goals for almost 20 years. Through providing lifelong learning, demonstrating circularity, collaborating and advocating for change, the Centre is addressing and creating long lasting solutions to current social, environmental and economic challenges.

For more information on our work, please see www.rediscoverycentre.ie.

About The Role

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

The Rediscovery Centre aims to empower communities to establish and effectively communicate and engage citizens on circular economy activities to address climate action. We recognise the vital role citizens and communities have in addressing climate change. A major aspect of our work focuses on social inclusion and consulting with community members to find collaborative approaches to tackle local issues through circular economy pathways/concepts.

We are looking for a dynamic and experienced Community Training and Outreach Facilitator with knowledge & skills in resource & training development, facilitation, and community engagement.

The ideal candidate will have a strong background in adult education, community engagement and climate / circular initiatives.

Their tasks will include but not be limited to:

- Training programme revision, delivery, and evaluation in line with QQI level 3 requirements, community, needs and interests
- Support the scaling of participant interests through mentoring, resource development and coordination of tailored training opportunities
- Track participant progress to ensure training objectives are being met on time and within budget
- Develop and deliver, in consultation with communities and building on research insights, training and support materials for communities to facilitate effective communications and citizen engagement on circular economy activities



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- Manage and develop training material communications to ensure accessibility of content and outreach effectiveness
- Support mapping of communities active in circular economy activities
- Facilitate community engagement workshops
- Provide outreach and develop key community stakeholder relationships nationwide
- Prepare written and oral communications for internal and external sharing of project updates (reports, social media , printed materials)
- Support the dissemination and promotion of project updates relevant to the training and outreach work as part of wider project outputs
- Represent the Centre at training events and workshops, on national platforms / representative bodies, at meetings, conferences & events where relevant
- Undertaking other duties as may be reasonably required and which are consistent with the general level of responsibility of this job

The successful candidate will work on two flagship funded projects being carried out in the centre, including:

- The ECCO project, funded by Pobal through the Community Climate Action Programme (Strand 2), in which the Community Training and Outreach Facilitator will refine, deliver and evaluate a training programme aimed at building community capacity in climate action
- The circular.ie project, funded by the Department of the Environment through its Circular Economy fund, in which the Community Training and Outreach Facilitator will develop (in consultation with communities) and deliver training and materials to support communities with effective communications and engagement on local community-led circular economy activities.

The Community Training and Outreach Facilitator will work on other similar projects as required.

Role Requirements

Essential:

- A relevant third level qualification to degree or masters level
- Minimum of 2 years' experience in training development and delivery
- Experience in workshop facilitation and community engagement
- Experience in stakeholder management and relationship-building
- Experience in report writing and administration
- Self-motivated, creative and able to work independently or as part of a team

Desirable:

- Experience working with government funded projects and reporting requirements
- Experience in marketing and communications
- Experience in designing educational resources tailored to adult learning



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- Interest and knowledge of climate action, the circular economy, environmental issues and/or social enterprise.
- Past experience accreditation processes such as QQI

Skills:

- Strong interpersonal and relationship-building skills
- Excellent oral and written communications skills
- Good project management skills, flexible and highly organised
- Proficient in the use of IT and digital communication tools
- Proven problem solver

Note for Applicants:

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

The salary scale for this role is EUR 32,000 - 37,000.

This is a full time fixed term contract for 3 years, and the project will conclude on 30 September 2025 at the latest. The contract may be extended based at employer's discretion.

Job share 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. This position requires travel and occasional weekend work. As such, some work outside normal office hours and travel within the EU may be required from time to time.

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 careers@rediscoverycentre.ie marked for the attention of Martha Ward with the job title in the email subject line.

The covering letter should be a maximum of 2 pages.

The closing date for applications is 6th September 2024.

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 18 months and from which future vacancies will be filled.

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



This role is funded primarily through Pobal under its Community Climate Action Programme (Strand 2).