

Role: Training Co-ordinator

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. The central mission of The Rediscovery Centre is to support the transition to a circular economy and advocate for a more resilient, equitable society in the face of climate breakdown.

Community Climate Action Programme (Strand 2)

A fund of €5m has been made available by the Department of Environment, Climate & Communications to support climate action nationally. The purpose of this funding is to facilitate eligible organisations to collaboratively develop supports, tools, know-how and approaches to assist local communities take climate action. The strand focus is on climate education, capacity building and learning by doing – moving beyond 'raising awareness' to build the knowledge, skills, attitudes and values necessary to respond to the challenges of climate change at a community level.

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.

Following a successful application for funding through the Community Climate Action Programme, the Rediscovery Centre is developing its Building Circular Economic Opportunities in Communities (BCEOC) Project, which aims to empower communities to establish projects or enterprises in the circular economy to address climate action. A major aspect of this project is a focus on social inclusion, to support key target groups by engaging in training and providing jobs for these target groups.

To this end, we are looking for an experienced Training Co-ordinator with strong training development, delivery and management skills. The role involves working to train a predetermined group of participants and partners in the community action sector through a clearly defined set of targets and objectives to further the project outcomes. Reporting to the Project Coordinator, the Training Co-ordinator will develop and deliver a training programme as part of successful delivery of the BCEOC project, which will conclude no later than 30 September 2025.

The Training Co-ordinator will work closely with the Rediscovery Centre's Research & Development team and their tasks will include but not be limited to:

- Training co-ordination & administration for the BCEOC Project, including:
 - Workshop planning and delivery
 - Engaging, supporting and retaining community participants especially from target groups, through individual journey mapping, supporting the design of targeted supports and creating a supportive learning and mentoring environment
 - Internal & external communications & reporting
 - Stakeholder and participant management
 - Delivery of oral and written communications
 - Preparation of training materials and support in technical reporting

- Managing and developing stakeholder and participant relationships in order to deliver the target outcomes, on time and within budget.
- Marketing and communicating research on the training programme including:
 - Supporting dissemination of training results as part of the wider project outputs
 - Promotion of the project on websites, social media and in printed material including articles, brochures and newsletters
 - Representing the Centre at training events, workshops and meetings
 - Creating and fostering network connections with training attendees for marketing and communication purposes
- Undertaking other duties as may be reasonably required and which are consistent with the general level of responsibility of this job

Role Requirements

Essential:

- A relevant third level qualification to degree or masters level
- Minimum 1 year of community development experience
- Minimum of 2 years' experience in training development and delivery or an ability to demonstrate skills within a similar role
- Experience in stakeholder management and relationship-building
- Experience in community engagement
- Experience in primary and secondary data collection/analysis
- Experience in managing projects within a fixed remit
- Experience in writing reports and materials for the delivery of training and information
- Experience in marketing and the dissemination of research

Desirable:

- Previous experience of working with project management tools such as MS Project
- Experience in adaptive case management and tailoring training to individual needs
- Experience in working with project target groups including long term unemployed, communities at disadvantage and women from communities at disadvantage
- Experience in primary and secondary data collection/analysis

Skills, Personal Attributes & Interests

- Strong training and development skills.
- Keen interest and knowledge of climate action, the circular economy, environmental issues and/or social enterprise.
- Strong communication and interpersonal skills to work with colleagues and stakeholders at all levels of an organisation.
- Advanced problem-solving and analytical skills including an ability to accurately analyse and interpret data to inform project decisions.
- Self-motivated, highly organised individual with ability to be flexible, co-ordinate multiple work packages and meet multiple deadlines.
- Proficient in the use of IT and programmes including Microsoft Office (Word, 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.

The salary scale for this role is €29,928 – €36,156, benchmarked to the 2021 Civil Service pay scale for Executive Officer.

This is a full time fixed term contract, and the project will conclude no later than 30 September 2025. The contract may be extended based at employer's discretion.

Part-time working or 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. 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 rdcadmin@rediscoverycentre.ie marked for the attention of Claire Downey, Director of Policy & Research.

The covering letter should be a maximum of 2 pages. The closing date for applications is 5pm on 25th January, 2023.

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 rdcadmin@rediscoverycentre.ie.