

Role: Research & Policy Officer



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. We bring together the skills and expertise of artists, scientists, designers and craftspeople united in this common purpose of sustainability to demonstrate best practice reuse, facilitate environmental research and education and support environmental protection.

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.

We are looking for an experienced Research & Policy Officer with strong analytical, strategic-thinking and relationship skills. The role involves working on projects with academic, industry & policy partners to develop the circular economy within Ireland and internationally. Reporting directly to the CEO, the Research & Policy Officer will support, implement and manage research projects that supporting centre operations and social enterprise activity.

This is a pivotal role in the Rediscovery Centre as contributing to policy, research and knowledge is at the heart of everything we do and key to developing the circular economy in Ireland. The research role will include but will not be limited to:

- Building on, and developing, strong relationships with industry partners, local authorities, government agencies and academic institutions to create opportunities to promote the circular economy.
- Investigating and creating funding opportunities within Ireland and the EU in support of circular economy objectives.
- Supporting current programmes such as Q2Reuse, CE Academy, the development of the national circular economy gateway platform (Circular.ie) and the national paint reuse initiative.
- Developing and growing the research team & research capacity
- Supporting social enterprise development & participating in the centre's mentoring programmes
- Preparing project proposals, funding applications and submissions for awards
- Project management & administration for research projects including:
 - Internal & external communications & reporting
 - Stakeholder management
 - Delivery of oral and written communications
 - Financial control and budget management
 - Preparation of technical and financial reports
 - Managing teams and resources
- Marketing and communicating research on the circular economy including :
 - Dissemination of research results and conferences and training events within Ireland and the EU
 - Promotion of research on websites, social media and in printed material including articles, brochures and newsletters
 - Representing the Centre on national platforms/representative bodies, at meetings, conferences & events
- Undertaking other duties as may be reasonably required and which are consistent with the general level of responsibility of this job

Role Requirements

- A relevant third level qualification to degree or masters level
- Minimum of 4 years' experience in policy, research and/or business development
- Significant project management experience and ability to demonstrate skills development within a similar role
- Experience in primary and secondary data collection/analysis
- Experience in writing funding proposals and working within the terms of such proposals
- Previous experience of working on EU projects (desirable)
- Experience in marketing and dissemination of research
- Previous experience of building and managing effective project teams

Skills, Personal Attributes & Interests

- Strong analytical and project management skills
- Keen interest and knowledge of environmental issues
- 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 and meet multiple deadlines.
- Strong communication and interpersonal skills to work with colleagues and stakeholders at all levels of an organisation.
- 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.

This is a full time fixed term contract for 2 years. The contract may be extended based at employer's discretion. Part-time working or job share may be considered. Salary will be commensurate with experience.

The role is based at the Rediscovery Centre in Ballymun, Dublin 9. Some work outside normal office hours and travel within 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 Sarah Miller, CEO.

The covering letter should be a maximum of 2 pages. The closing date for applications is 12 noon on August 10th 2020. 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 can be directed to rdcadmin@rediscoverycentre.ie.