



Education Programme Manager

The Rediscovery Centre, Ballymun, Dublin 9

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 Rediscovery Centre is currently recruiting an experienced Education Programme Manager to join our team.

In line with the organisation's Strategic Plan, all staff members exemplify our values to support the organisation's five key objectives.

- ✓ **Sustainability:** we implement and promote environmental, social, and economic practices that can be maintained long-term without compromising our environment or the ability of others to meet their needs.
- ✓ **Integrity:** we live by what we say. We are transparent, honest, open and ethical in all that we do.
- ✓ **Force for Good:** we pioneer creative solutions, support people to think differently about how we live and inspire bold action towards Ireland's transition to a more sustainable way of life.
- ✓ **Equality:** we promote an inclusive circular economy, leaving no one behind, and ensure that social equality is delivered through the solutions we provide.
- ✓ **Excellence:** we aim for excellence, professionalism and to be innovative leaders in the circular economy and sustainability.
- ✓ **Collaboration:** We actively collaborate and foster collaboration internally and externally at all levels, within and across sectors. We value the input of all stakeholders, recognising the broad remit of the circular and social economy.

The Role

Reporting to:	Director of Research, Policy and Education
Place of Work:	Rediscovery Centre, Boiler House, Ballymun, Dublin 9, D09 HK58
Hours of Work:	35 hours per week (with evening and weekend work as required)
Remuneration:	The salary for this role is benchmarked to the Public Pay Scale for Executive Officer. Expected appointment will be between level 5-8, commensurate with experience (EUR 43,086 – EUR48,319). Applications for part-time work will be considered, with salary calculated on a pro rata basis. Based on the scope of



the role, a minimum of 0.6 FTE is required, with flexibility regarding working days.

Contract Term: Full time indefinite period

Role and Responsibility

This is an exciting opportunity to join a well-established organisation at a pivotal time, and to contribute to and shape the future of the Rediscovery Centre's education offering as we expand our impact in circular economy education. The main role of the Education Programme Manager is to manage the day to day running and future development of the education team and offering. As part of this role specific responsibilities will include:

- **Team Development & Culture**
 - Line management and training of the education team and contract education facilitators
 - Fostering a collaborative, innovative and inclusive team culture
 - Keeping up to date on relevant Child Protection and Health and Safety issues
 - Contributing to recruitment and onboarding of new education staff and facilitators
 - Collaborating with the Events and Marketing team to coordinate the marketing and promotion of education programmes
- **Strategy & Impact**
 - Developing and tracking impact metrics for education programmes (e.g. learner outcomes, behaviour change, reach and engagement)
 - Contributing to organisational strategy development, particularly in relation to education, engagement and skills development in the circular economy
 - Identifying emerging trends in sustainability education and integrating them into programme design
- **Quality Assurance & Governance**
 - Ensuring all education programmes meet quality standards and align with best practice in education and safeguarding
 - Developing and maintaining policies, procedures and risk assessments related to programme delivery
 - Monitoring compliance with funder requirements and reporting frameworks
 - Keeping up to date on relevant Child Protection and Health and Safety issues
- **Programme Management**
 - Lead the delivery and continuous enhancement of circular economy education programmes within the formal education sector, including curriculum development, content delivery, and professional learning initiatives for school leaders and educators.
 - Identify and secure new educational opportunities and funding streams through the development of project proposals, grant applications, strategic partnerships, and award submissions at both national and EU levels.



- Design, develop, and facilitate innovative educational programmes, workshops, and events, incorporating research, creative content development, programme planning, and effective delivery
 - Manage education projects from inception to completion, ensuring effective stakeholder engagement, clear communication, financial control, resource allocation, and delivery within agreed timelines.
 - Conduct and support research, analysis, and knowledge-sharing activities to ensure programmes reflect emerging trends and best practices in circular economy education.
 - Develop and maintain strategic partnerships with educational institutions, government bodies, local authorities, and relevant organisations to advance circular economy objectives and educational impact.
 - Monitor developments in environmental sustainability and behaviour change, ensuring that current knowledge and evidence-based approaches are integrated across all educational initiatives.
 - Oversee programme budgets, performance targets, and strategic objectives, ensuring effective implementation of key priorities within the organisation's strategic plan.
 - Prepare and deliver high-quality reports, presentations, and progress updates for management, funders, and other key stakeholders.
 - Support the development and implementation of sustainable funding strategies to ensure the long-term viability and growth of education programmes.
 - Contribute to financial planning, forecasting, and resource management to support strategic decision-making and programme sustainability.
 - Coordinate the procurement and management of educational resources, supplies, and equipment, ensuring cost-effectiveness and operational efficiency.
- Other related tasks as The Rediscovery Centre may reasonably direct from time to time.

Role Requirements

Essential:

- A relevant third-level qualification in science communication, education or teaching, environmental science, or other relevant qualification
- Minimum 5 years + relevant experience including team leadership
- Proven experience in the environmental or STEM education field, with knowledge of the primary and/or secondary curricula and programmes such as Green Schools
- Experience of writing and managing successful funding proposals and report writing
- Excellent communication skills, both oral and written
- Experience of team and people management
- Strong administration and IT skills
- Full clean driving licence and access to own transport

Desirable skills, personal attributes and interests

- Self-motivated, highly organised individual with ability to coordinate multiple projects
- Strong interpersonal skills to work with colleagues and stakeholders at all levels of collaboration
- Previous experience with use of Salesforce (desirable)
- Excellent facilitation skills, especially with young people



- Knowledge of or a strong interest in environmental issues and sustainability
- Competency in the Irish language
- Previous experience of financial control; including funder reporting and compliance with public funding expenditure guidelines
- Experience of working on research projects.

Terms and conditions of employment

Note: This summary is supplied for information only and does not constitute contractual terms. This is a full-time contract of indefinite duration of 35 hours per week, with a probationary period of 6 months. Some work outside normal office hours will be required from time to time. Access to own transport is essential for outreach workshops. This position is subject to satisfactory references, evidence of permit to work in Ireland, Garda Vetting and foreign police clearance (if applicable) and full clean driving licence and use of own vehicle.

Part-time arrangements will be considered for a suitably qualified candidate, with a minimum of 0.6 FTE required. Salary will be offered on a pro rata basis.

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 marked for the attention of Rebecca Wilson. The covering 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, essential experience and desirable skills.

The closing date for applications is 5pm on Friday 28th of August 2026. Interviews will likely take place w/c 7th September 2026. The Rediscovery Centre is not able to reimburse any expenses incurred by candidates to attend interview.

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 suitable candidates for future positions will be established from the interview process and will remain in place for 2 years. All applicants must be legally able to work in Ireland for the contract duration.

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