



Project Coordinator

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.

Working at the Rediscovery Centre 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.

We currently have a vacancy for a Project Coordinator for our growing Relove Fashion Competition combined with other project coordination work.

Relove Fashion is a free, nationwide sustainable fashion competition for young people in Ireland. It challenges young people to design and create sustainable and rewearable outfits entirely from second-hand or unwanted textiles. Through upcycling, repairs, and creative reuse, entrants explore fast fashion's impact while gaining practical circular skills.

Other project coordination work will include coordinating the delivery of a programme of events and scoping / research activities as part of expansion work in the Dun Laoghaire Rathdown area.

The Role

Reporting to:	Programme Director
Place of Work:	Rediscovery Centre, Boiler House, Ballymun, D09HK58
Hours of Work:	3.5 days per week (with occasional 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 1-5, commensurate with experience: €36,343 – €43,086 (FTE) pro rata to 3.5 days/week
Contract:	1 year specific purpose contract subject to extension

Role and responsibility:

The Project Coordinator will play a central role in the planning, coordination, and delivery of the Relove

Fashion Competition. An additional day per week within this role is allocated to the coordination of other projects primarily related to expansion work in the Dun Laoghaire Rathdown area.

- Project coordination of the Relove Fashion Competition, including but not limited to:
 - Key funder and stakeholder management
 - Collaborate with team members and partners to ensure timely delivery of project outputs, project management and milestones
 - Develop, maintain and communicate project schedules, timelines and activity plans
 - Work collaboratively with communications, fashion and event teams to increase project visibility and engagement.
 - Create financial reports and budget plans
 - Represent the project at events, meetings and networking opportunities
 - Assist with project communications, social media content, newsletters, and promotional campaigns
 - Schedule and coordinate internal and external project meetings
 - Attend meetings, take accurate minutes and follow up on action items
 - Support communications and outreach activities including social media updates and public relations efforts as required
 - Oversee file management, version control and secure data storage
- Project coordination of expansion work in the Dun Laoghaire Rathdown area including similar tasks to above
- Provide general administrative support to project teams and organisational operations
- Align with other project coordinator staff across the organisation on best practice
- Undertake other duties consistent with the role as directed by the Rediscovery Centre

Required qualifications and experience:

- 5 years minimum experience in managing projects
- Experience in managing a range of funders and key stakeholders
- Ability to manage complex workflows and delegate effectively
- Solutions-oriented with the ability to work independently and as part of a team
- Excellent organisational, time management, and multitasking abilities
- High level of attention to detail and accuracy
- Strong written and verbal communication skills

Terms and conditions of employment

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

This is a specific purpose part-time contract of service of 24.5 hours per week for 1 year, with a probationary period of 3-6 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).

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. 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 Wednesday 2nd 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.