



Assistant (Rediscover Paint)

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 Assistant in our growing paint reuse social enterprise, Rediscover Paint.

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.

The Role

Reporting to:	Rediscover Paint Programme Manager
Place of Work:	Rediscovery Centre, Boiler House, Ballymun, D09 HK58
Hours of Work:	2.5 days per week (with occasional evening and weekend work as required)
Remuneration:	Salary for this role is benchmarked to the 2025 Civil Service scale for Clerical Officer. Appointment will be between points 1 and 5 on this scale, commensurate with experience:



€29,726 - €31,376 - €31,794 - €33,014 - €33,817

Contract: 1 year, with potential for extension

Role and Responsibility

The main role of the Assistant is to provide support and assistance to the Rediscover Paint Programme Manager and wider Rediscover Paint team, to assist with training of employment progression participants, assist with delivery of workshops at the RDC and beyond, support the successful running of the Paint Reuse Network and to help maximise production levels from the Rediscover Paint workshop.

On-the-job training will be provided to support the delivery of specific responsibilities, including but not limited to:

- Help maintain highest standards & quality for all Rediscover Paint products and services
- Assist with the operations of Rediscover Paint
- Assist with the coordination of the Paint Reuse Network (<https://www.paintreuse.network/>)
- Preparing & mixing paint for reuse, including mixing colours to achieve target paint colours
- Collection of paint from various locations as a resource to be made into new paint
- Distribution of our reused paint to customers and partner organisations
- Assist with maintaining and developing workshop, storage and other work areas (including off site areas) in a safe, clean and efficient manner
- Assist with the Development & Delivery of training workshops and demonstrations
- Assist with training of employment progression trainees
- Delivering and assisting in the delivery of paint reuse training to the highest standards
- Contribute to the research and testing of new paint reuse methods to fine tune ongoing paint production
- Lead significant portion with paint collections and deliveries
- Lead significant portion of van driving tasks related to Rediscover Paint
- Assist with administration & reporting
- Undertake training if identified by management
- Assist with marketing and promotion of Rediscover Paint and other Rediscovery Centre activities
- Attend and work at a variety of Rediscovery Centre related events & activities, both at the Rediscovery Centre and beyond
- Any other duties determined necessary for the successful operation of Rediscover Fashion and other Rediscovery Centre associated operations

Role Requirements



Essential:

- Previous experience of working with paint or other complimentary area
- Previous work experience of ensuring high quality standards
- Flexible and enthusiastic approach to work
- Flexibility in relation to working hours & locations across the 7 day week (RDC core hours are Mon – Fri 9am – 5pm)
- Excellent organisational skills
- Good understanding and/or keen interest to learn new skills eg mixing paint colours
- Excellent customer service skills
- Ability to work in a role that requires regular manual handling
- Good communication skills, both oral and written
- Ability to work on own initiative
- Works well in a team
- Ability to work well under pressure
- Strong administration and IT skills
- Full valid manual driving license and no issues restricting driving in Ireland

Desirable skills, personal attributes and interests

- Adequate and relevant industry experience, including:
 - Experience of a workshop environment
 - Paint & decorating skills and experience
 - Experience working with colours
 - Training skills and/or qualifications and/or experience
 - Manual handling training & other Health & Safety training
- Interest and knowledge of environmental issues

Terms and conditions of employment

Note: This summary is supplied for information only and does not constitute contractual terms. This is a fixed-term full-time contract of service of 2.5 days per week (on a '5 day over 7' pro rata basis), with a probationary period of 3 to 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.

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 with the subject heading "Rediscover Paint Assistant". 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 August 2026. Interviews will take place after Monday 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 duration of their contract.

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