Events Officer

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.

<u>The Role</u>

The Events Officer is responsible for helping to plan, coordinate, manage and deliver the Rediscovery Centre's diverse events programme. The role will support the delivery of public, educational, corporate, community and stakeholder events.

Working across departments, the Events Officer will support the day-to-day event management of the Centre's events programme and venue hire activities, ensuring that

events are professionally delivered and provide a high-quality experience for visitors, clients, partners and stakeholders.

The successful candidate will have a minimum of two years' relevant events experience, strong organisational and communication skills, excellent attention to detail and the ability to manage multiple events and priorities simultaneously.

The Role

Reporting to:	Events and Marketing Coordinator
Place of Work:	Rediscovery Centre, Boiler House, Ballymun, D09HK58
Hours of Work:	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 Clerical Officer. Expected appointment will be between level 2 - 6 commensurate with experience: €31,376 - €33,817 (FTE) 5 days/week
Contract:	1 year specific purpose contract subject to extension

Role and responsibility:

- Assist with the planning, coordination and delivery of the Rediscovery Centre's events programme.
- Support the development and delivery of conferences, workshops, exhibitions, festivals, corporate events, educational programmes and community events.
- Develop event plans, schedules, checklists and event briefs.
- Coordinate event logistics before, during and after events.
- Assist with event evaluation and gather data and feedback for reporting purposes and to identify opportunities for improvement.
- Manage day-to-day venue hire enquiries and provide a professional and responsive service to clients.
- Prepare quotations, proposals, booking information and event schedules.
- Coordinate venue bookings, room layouts, catering, equipment and other client requirements.
- Assist with the set-up and presentation of event spaces, ensuring rooms and facilities are prepared to a high standard.
- Assist with the presentation and service of event catering.
- Meet and greet visitors, speakers, clients and guests.
- Ensure events are delivered in accordance with relevant Health & Safety, accessibility and organisational requirements.
- Manage registrations, ticketing and attendee information.
- Work closely with the Communications and Marketing team to promote events and increase attendance and engagement.

- Provide event information, photography, copy and other content to support promotional activity before and after the event.
- Undertake other duties appropriate to the role as required.

Required qualifications and experience:

- Minimum 2 years' experience in events management, event coordination or a closely related role.
- Demonstrable experience of planning and delivering events from initial concept through to completion.
- Experience coordinating suppliers, contractors, venues, catering and event logistics.
- Experience dealing directly with clients, customers, stakeholders and event attendees.
- Excellent organisational and time-management skills.
- Ability to manage multiple events, deadlines and priorities simultaneously.
- Excellent verbal and written communication skills.
- Strong attention to detail.
- Excellent customer service skills.
- Confident working independently and as part of a multidisciplinary team.

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 35 hours per week for 1 year, with a probationary period of 3-6 months.

The candidate will be required to work one Saturday a month. 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 2nd November 2026. The Rediscovery Centre is not able to reimburse any expenses incurred by candidates to attend an 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.