

Rediscovery Centre: Digital Communications Assistant **(<https://www.activelink.ie/node/112796>)**



Digital Communications Assistant

The Rediscovery Centre, Ballymun, Dublin 9

The Rediscovery Centre is currently recruiting an experienced and enthusiastic communications professional to join our team.

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 our low-carbon website www.rediscoverycentre.ie (<http://www.rediscoverycentre.ie>)

The Role

The Digital Communications Assistant will work with the communications department to create engaging campaigns to increase engagement and understanding of the Rediscovery Centre.

The ideal candidate will have excellent interpersonal skills and a can-do attitude, and team working skills are essential. Flexibility with regard to time commitment is required with the expectation of occasional evening and weekend work.

Reporting to: Lizzy Gageby Bell, Communications & Marketing Lead

Place of Work: Rediscovery Centre, Boiler House, Ballymun, Dublin 9, D09 HK58

Hours of Work: 40 hours per week: 5 days per week (with evening and weekend work as required)

Fixed term contract: 12 month fixed term contract.

The role will include but will not be limited to:

- General activities relating to Communications, Marketing, Promotions and Advertising
- Creating and supporting campaigns for the centre
- Creation of newsletters
- Developing content for use on social media & website
- Designing graphics for use on digital platforms
- Video editing for use on digital platforms
- Assisting with the maintenance of the company website and additional project websites
- Scheduling of social media content
- Preparing reports and communications
- CRM Database upkeep and data strategy execution
- Other Marketing and PR activities relating to the centre
- Assisting with event management, preparation, set up and dismantling for events

- Other related tasks as the Rediscovery Centre may reasonably direct from time to time.

Role Requirements

Essential:

- 1+ years' experience in marketing & communications
- Knowledge of digital marketing and social media
- Skilled in Google suite and MS Office
- Experience in videography
- Experience with Adobe Creative Suite or similar graphic design software
- Social media account management
- Experience in copywriting
- Organised and ability to plan, multi-task and manage time effectively
- Open, friendly and approachable
- Keen eye for detail and positive attitude
- Excellent level of customer service

Desirable

- Experience in website management (Wordpress, Squarespace etc)
- Experience with CRM systems
- Google analytics & digital marketing analytics
- Experience in digital marketing report writing and dissemination
- Experience with managing online events & Platforms (Zoom, youtube)

Terms and conditions of employment

Remuneration: €30,700 - €32,000 depending on experience. Closing date for applications is 3rd January 2025.

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

This is a fixed- term full-time contract of service, five days over seven, with a probationary period of 3 months.

This role is subject to the eligibility criteria set down in the Pobal Community Services Programme. Applications will only be accepted from persons in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA), One Parent Family payment (OPF) or the Jobseeker's Transitional Payment. A CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by the Department of Employment Affairs and Social Protection (DEASP). If you have any queries about your eligibility please contact careers@rediscoverycentre.ie (<mailto:careers@rediscoverycentre.ie>).

Some work outside normal office hours will be required from time to time. 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 (<mailto:careers@rediscoverycentre.ie>) titled Digital Communications Assistant for the attention of CSP Manager.

The covering letter should be a maximum of 1 page.

Funding for this role is administered by Pobal through its Community Services Programme, on behalf of the Department of Rural and Community Development.



This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme

Region
Dublin 9

Date Entered/Updated

19th Dec, 2024

Expiry Date

3rd Jan, 2025

Source URL: <https://www.activelink.ie/vacancies/community/112796-rediscovery-centre-digital-communications-assistant>