

Gardening & Facilities Assistant Job Description for CE Work Placement Position

Name of Host Community Organisation	The Rediscovery Centre
Job Title/Position	Gardening & Facilities Assistant
Reporting to	Gráinne Lambert, Centre Director
Job Purpose	Provide assistance to the Gardening & Facilities team at the Rediscovery Centre
Main Tasks/Duties	<p>The successful applicant will have a desire to learn & an interest in excellence in facilities management and will develop skills in this area.</p> <p>Duties will include, but are not limited to:</p> <ul style="list-style-type: none"> • Maintenance of the Rediscovery Centre building & campus / grounds • Gardening • Upkeep of various eco features of one of Ireland's greenest buildings • General day-to-day tasks related to running a popular visitor attraction and education centre • Understanding the company's key messages & ethos, including the ability to communicate this to visitors • Attend and work at a variety of Rediscovery Centre related events & activities, both at the Rediscovery Centre and beyond
Job Training	<p>The participant can expect to develop essential gardening & facility management skills, including:</p> <ul style="list-style-type: none"> • Building management • Gardening and horticulture • Upkeep of various eco features of one of Ireland's greenest buildings • Health & safety • Energy and sustainability, including waste reduction, energy efficiencies, etc.
Enhancement of Participant's Skills and Future Job Prospects:	<p>Green building management and green gardening skills will become ever more important for Ireland to meet its climate and other environmental targets, and this role will provide training in these key areas, and thus future employment opportunities.</p> <p>The role will include the development of a range of transferable skills, which would enhance future job prospects and will also include the development of transferable skills in retail, customer care, health & safety & working within a team.</p>
Place of Work	Rediscovery Centre, Boiler House, Ballymun, Dublin 9
Hours of Work	<p>Core hours = Mon – Fri, 9am – 5pm</p> <p>Flexibility with hours required where possible and where adequate notice is provided.</p> <p>Occasional weekend and evening work may be required.</p>
Other Work-Related Requirements	Will be required to help out with other Rediscovery Centre related activities and events.

To apply for the position, please email a current CV to careers@rediscoverycentre.ie, or deliver it by post to Rediscovery Centre, Boiler House, Ballymun, Dublin 9.