



## REDISCOVER PAINT ASSISTANT MANAGER

The Rediscovery Centre is the National Centre for the Circular Economy and it supports the development of the circular economy and advocates for a more resilient, equitable society. The Rediscovery Centre is a creative movement connecting people, ideas and resources. We bring together the skills and expertise of artists, scientists, designers and craftsmen united in a common purpose of sustainability through resource efficiency and reuse. Sustainability is at the core of the Rediscovery Centre, which aims to break away from the traditional views of waste and natural resources and instead demonstrate the potential of the circular economy. For more information please see [www.rediscoverycentre.ie](http://www.rediscoverycentre.ie)

We currently have a vacancy for an Assistant Manager for our growing paint reuse social enterprise, Rediscover Paint

### **The Role**

Reporting to:	Rediscover Paint Programme Manager
Place of Work:	Rediscovery Centre, Boiler House, Ballymun, D09 HK58
Hours of Work:	5 days per week (with occasional evening and weekend work as required)
Contract:	1 year, with potential for extension

### **Role and responsibility**

The main role of the Assistant Manager is to provide support and assistance to the Rediscover Paint Programme Manager, 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.

Specific responsibilities will include but not be limited to:

- Help maintain highest standards & quality for all Rediscover Paint products and services
- Assist with the management of Rediscover Paint
- Assist with the coordination and management 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
- Assist with the management of 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

### **Required qualifications and experience**

- Previous experience of working with paint or other complimentary area, and experience of a workshop environment
- Adequate and relevant industry experience
- Previous work experience of ensuring high quality standards
- Ability to work on own initiative
- Works well in a team
- Ability to work well under pressure
- Flexible and enthusiastic approach to work
- Flexibility in relation to working hours & locations across the 7 day week (core hours 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
- Full valid manual driving license and no issues restricting driving in Ireland
- IT competency

### **Desirable attributes**

- Paint & decorating skills and experience
- Experience working with colours
- Training skills and/or qualifications and/or experience
- Good communication skills
- Manual handling training & other Health & Safety training
- Interest and knowledge of environmental issues

### **Hours and salary**

5 days per week (on a '5 day over 7' pro rata basis).

Salary, €35,000.00 per annum.

To apply, please send a CV and cover letter to [careers@rediscoverycentre.ie](mailto:careers@rediscoverycentre.ie) with the subject heading "Rediscover Paint Assistant Manager".

The closing date for applications is Wednesday 23<sup>rd</sup> July at 12pm.

Interviews will be held on either Thursday 31<sup>st</sup> July or Friday 1<sup>st</sup> August 2025, between 9am – 12pm.

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.