



Project Coordinator

The Rediscovery Centre, Ballymun, Dublin 9

The Rediscovery Centre is currently recruiting an experienced and enthusiastic Project Coordinator 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. 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. Working with the Rediscovery Centre offers you the opportunity to work in an environment dedicated to finding the solutions that address environmental and societal issues through adopting circular economy principles and practice

Recognising the need to grow awareness of the circular economy and support circular living in Irish society, the Rediscovery Centre implementing a new national scale consumer facing communications initiative that supports and promotes circular activities across Ireland.

This project includes establishing a national circular economy brand and website, (Circular.ie) launching behaviour change campaigns, conducting market research and supporting the promotion of circular activity in communities across Ireland. The work is aimed at ensuring Ireland's citizens are ready for the circular transition. For more information on our work, please see www.rediscoverycentre.ie.

To support this exciting initiative, we are looking for a highly organised and proactive Project Coordinator.

Reporting to the CEO, the Project Coordinator is responsible for overseeing the effective delivery of the project and all related outcomes. Project administration experience, excellent interpersonal skills, a can-do attitude and team working skills are essential. Flexibility with regard to time commitment is required with the expectation of occasional evening or weekend work.

Role Summary:

The Project Coordinator will ensure the efficient execution and coordination of Circular.ie

This role requires strong organisational and communication skills, attention to detail, and the ability to manage multiple tasks simultaneously across multidisciplinary teams. The Project Coordinator will be responsible for the effective coordination of project deliverables, timelines and outputs.

The ideal candidate will thrive in a dynamic environment and demonstrate a collaborative and committed approach to effective project management.

Key Responsibilities:

Project Coordination

- Collaborate with team members and partners to ensure timely delivery of project outputs and milestones.
- Manage, track and communicate project deliverables, timelines, and outputs.
- Develop and implement procedures, policies and tools for effective project management.
- Maintain accurate records, timesheets, and documentation in line with funder requirements.
- Coordinate and ensure timely submission of technical and financial reports.
- Prepare for and manage project audits, including maintaining audit-ready documentation.

Communication & Documentation

Draft and manage verbal, written, and email communications on behalf of Circular.ie which will include but not be limited to assisting with the preparation of:

- Technical reports
- Financial reports and budget plans
- Internal communications and operational plans
- Presentations and other communications as required

Meetings & Events

- Schedule and coordinate internal and external project meetings.
- Attend meetings, take accurate minutes, and follow up on action items.
- Support and/or manage events, workshops, and data collection/monitoring activities.

Communications & PR Support

- Support communications and outreach activities including social media updates and public relations efforts as required.
- Provide support for collaborating with stakeholders and third parties.

Administrative Support

- Arrange travel, accommodation and other bookings and purchases as required
- Oversee file management, version control, and secure data storage.
- Support public procurement and recruitment processes.
- Provide general administrative support to project teams and organisational operations.
- Undertake other duties consistent with the role as directed by the Rediscovery Centre.

ROLE Requirements:

Essential:

- Minimum of 5 years' experience in project management or project coordination
- Bachelor's degree or equivalent in a relevant discipline
- Experience in coordinating state-/public-funded projects

- Experience in coordinating projects with a budget of >€1m
- Excellent organisational, time management, and multitasking abilities
- High level of attention to detail and accuracy
- Strong written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Solutions-oriented with the ability to work independently and as part of a team
- Ability to manage complex workflows and delegate effectively

Desirable:

- Previous experience with project management tools or platforms.
 - Familiarity with EU project frameworks and reporting requirements.
 - Background or interest in sustainability, circular economy, climate communications or environmental projects.
 - Qualification/certification in Project Management
-

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 for 2 years, five days over seven, with a probationary period of 3 months. The contract is renewable, dependant on available funding.

The role is based at the Rediscovery Centre in Ballymun, Dublin 9. Some work outside normal office hours and travel within the EU may be required from time to time.

The salary scale for the role is in line with the 2024 Civil Service pay scale for Executive Officer. The expected appointment is between Level 4 - 10 or €39,360 - €49,729, commensurate with experience.

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 cover letter illustrating how your skills and experience meet the requirements of the position should be emailed to careers@rediscoverycentre.ie titled 'Project Coordinator', for the attention of Martha Ward.

The cover 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, experience and skills in the area's highlighted above.

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.

The closing date for applications is 5pm on 18th July 2025.