

## **PROGRAMME MANAGER, REDISCOVER CYCLING**

The Rediscovery Centre is a dynamic and growing organisation whose mission is to lead change from waste to resource, create jobs and encourage environmentally sustainable living. Based in our state-of-the-art environmental centre Ballymun, North Dublin, we currently have a vacancy for a Programme Manager for our bicycle reuse and recycling programme, Rediscover Cycling.

### **Role and responsibility**

The main role of the Programme Manager is to supervise the day to day running and future development of Rediscover Cycling. As part of this role specific responsibilities will include but not be limited to:

- Day to day management of the bicycle workshop
- Bicycle repair, recycling and reuse
- Trainee development
- Supervising all workshop activities
- Scheduling bike collections and deliveries
- Developing and delivering in-house and external training programmes
- Delivering bicycle maintenance workshops and clinics
- Ensuring all bicycles repaired and/or for sale are thoroughly tested and are fit for purpose on leaving the premises
- Ensuring quality & cost efficiency of all products and services
- Maintaining project records in relation to training, materials inventories, stocks, transport and customer care
- Undertaking regular training as identified
- Recording progress made in relation to targets and key performance indicators
- Promoting Rediscover Cycling and associated Rediscovery Centre projects
- Health and safety management in the workshop and centre
- Participation in company events, promotions and meetings as required
- Liaising with all departments and staff of the Rediscovery Centre as required
- General PR, retail and customer service activities associated with the centre
- Any other duties determined necessary for the successful operation of Rediscover Cycling and other Rediscovery Centre associated operations

### **Required qualifications and experience**

- Bicycle mechanic qualification or previous experience of working in a bike shop and/or bicycle maintenance role
- Committed to ensuring high standards
- Ability to work on own initiative
- Excellent customer service skills
- Experience of working well under pressure
- Exceptional people management and communication skills
- IT competent
- Can do attitude and interest in environmental issues

### **Hours and salary**

This is a part time position working 3 days per week. Salary based on experience and skills. To apply, please send a CV and cover letter to [info@rediscoverycentre.ie](mailto:info@rediscoverycentre.ie) with the subject heading "Rediscover Cycling Programme Manager". Or post to Rediscovery Centre, The Boiler House, Ballymun Road, Ballymun, Dublin 9, D09 HK58

The closing date for applications is Monday 13<sup>th</sup> Feb 2017.

Interviews will be held on the 20<sup>th</sup> of February.

For more information relating to the project please see [www.rediscoverycentre.ie](http://www.rediscoverycentre.ie)