

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

JOB TITLE:	WEEE Electrician
REPORTS TO:	Programme Manager
RESPONSIBLE FOR:	Volunteers, Placements
LOCATION:	Gateshead
PRIORITY CONTACTS:	Residents, Community Groups, Workplaces, Partners Organisations.
SALARY:	Circa £22,000 per annum, pro rata, 22 hours/week.
CONTRACT:	12 months fixed term contract.

JOB SUMMARY

Working in partnership with the South Tyne and Wear Waste Management Partnership (STWWMP), as a member of Groundwork's Land and Communities Team, the Electrician will engage with the communities of Gateshead, Sunderland and South Tyneside to encourage the reduction, repair and re-use of Waste Electrical and Electronic Equipment (WEEE). Operating alongside an experienced Project Lead, the Electrician will support the development and delivery of community activity including repair workshops, swap shops and road shows, to instigate repair and reuse activity aimed at raising awareness and facilitating behavioural change. The successful candidate will be a qualified Electrician with a passion for repairing small electrical household goods. An excellent communicator they will enjoy working with the public and be able to enthuse and encourage people to repair, reuse and repurpose their electrical items.

Appointment to this post is subject to an Enhanced Disclosure endorsed by the Disclosure and Barring Service

KEY TASKS

Key Area: Project Delivery

- To support the development and lead the delivery of a broad programme of community participation activities such as workshops to repair electrical items and activities to turn waste items into useful alternatives.
- To inspect and PAT test household electrical items.
- To deliver training sessions to community groups interested in testing, repairing and reusing electrical items.
- To complete electrical certificates or electrical condition reports.
- To repair, recondition and service small household electrical equipment.
- To ensure that all activities are performed efficiently and that accurate records are kept in accordance with legislation, partner requirements and company policies and procedures.
- Ensure all electrical equipment is handled in accordance with health and safety legislation and best practice.
- To work safely at all times in accordance with Groundwork NE & Cumbria policies and procedures.
- To support the Community Project Manager to engage the community in the WEEE project programme.
- To ensure that the relevant equipment is available to allow the project to be delivered.
- Ensure a high standard of cleanliness and tidiness is maintained within the Visitor and Education Centre and workshops and tools are in good condition in order to maintain a safe working environment.
- Promote the correct management of WEEE waste across the partnership area.
- To support the provision of regular progress reports to staff and partners detailing engagement activity and events.
- Work with the WEEE Community Project Manager to support the promotion of wider recycling awareness across the area.
- To support the promotion of the campaign and all programme activities via social media, press and other networking opportunities.

Additional responsibilities

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.