

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

JOB TITLE:	WEEE Project Lead
REPORTS TO:	Programme Manager
RESPONSIBLE FOR:	Volunteers and Placements
LOCATION:	Gateshead
PRIORITY CONTACTS:	Residents, Community Groups, Schools, Local Authorities, Waste Contractors, Funders.
SALARY:	Circa £23,000 per annum 12 months fixed term

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 post holder 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 electrician, the postholder will develop and deliver a partnership led programme of community activity including repair workshops, swap shops, amnesty events and road shows, to instigate repair and reuse activity aimed at raising awareness and facilitating behavioural change.

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

KEY TASKS

Key Area: Project Delivery

- To develop and deliver an extensive programme of community focussed WEEE activities and events across the communities of Sunderland, Gateshead and South Tyneside to meet the project outcomes.

- To work with existing and new partners to coordinate and add value to current programmes and to investigate new opportunities for delivering repair, reuse and recycling activities.
- To work with the Programme Manager and other colleagues and partners to promote wider recycling education across the STWWMP
- To manage the material generated and ensure it is delivered to local outlets and that all relevant waste management paperwork is completed.
- To engage and involve communities across South Tyne and Wear in WEEE activities and awareness.
- To maintain accurate records and to provide regular progress reports to the STWWMP detailing all project activity.
- To promote the campaign via social media, press and other networking opportunities
- To attend relevant conferences, events and open days to promote the campaign.
- To appraise and satisfy health & safety, legal and other regulations with respect to the project, its contacts and the general public.

Key Area: Project Management

- Implement and manage the project to meet the requirements of both partners and funders to achieve successful outcomes, identifying any support requirements with line management.
- Effectively plan sessions to reduce margins for error ensuring all delivery takes place within budgets and timescales.
- Promptly identify any quality issues and report appropriately to support effective resolution.
- Undertake project evaluations and identify social impact.
- Ensure effective financial management of the project from development to completion.
- Consistently produce and maintain accurate income and expenditure information reporting any issues.
- Accurately submit sales invoices and purchase orders.
- Promptly identify any financial issues and report appropriately.
- Ensure accurate recording on internal project management systems.
- Operate and ensure compliance with relevant external systems for project monitoring, submitting claims and evaluation reports within required timelines.
- Apply a supportive approach to problem solving by endeavouring to pre-empt problems, as well as offering ideas for effective resolution throughout the project journey, escalating appropriately.
- Develop and maintain proactive and effective communications both written and verbal to a diverse audience externally and internally.
- Operate in a collaborative and effective manner with line management and other team members both within the Community Project Team and within any wider partnership teams
- Engage, motivate and support the wider project team to foster a culture of quality, service development and good practice.
- Identify personal development needs and adopt a continuous improvement approach to the role, including the ability to respond positively to feedback.

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.