



Candidate Pack

Waste and Recycling Visitor and Education Centre Coordinator

www.groundwork.org.uk



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Who are we?

Our vision at Groundwork is of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment, and where individuals and enterprise prosper.



Our mission is to inspire people and deliver positive sustainable change in places of need across the North East and Cumbria. We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We work across the North East and Cumbria helping communities find practical sustainable solutions to the challenges they face. We help people gain confidence and skills, get into training and work, protect and improve green spaces, lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health. We are passionate about changing places and lives for the better. With over 200 staff across the region, and over 30 years' experience, we are always keen to hear from people with the drive and determination to make a difference.

Each year Groundwork makes an incredible difference to communities across the North East and Cumbria. We work on hundreds of individual projects each year, supporting disadvantaged communities but what's most important is how we change people's lives. Our local programmes and services are tailored to the needs of partners and communities in each locality. When all that local activity is added together, it becomes a major force for regional change.

We want you to be yourself at Groundwork and value everything that makes you unique. We recognise and celebrate people's differences and together we make Groundwork a great place to work.

Groundwork are committed to safeguarding and protecting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment.



What are we looking for?

Working closely with the South Tyne and Wear Waste Management Partnership (STWWMP) and Suez this post will deliver across the local authority areas of Sunderland, South .Tyneside and Gateshead.

This is an exciting opportunity for an enthusiastic and organised candidate to operate at the forefront of recycling and waste education across the South Tyne and Wear Area.

Based at the regions only dedicated centre for waste and recycling education you will coordinate awareness and educational activity in the centre and out in the community. The centre, located at Campground Household Waste Recycling Centre, is a purpose built education space comprising small office, two well proportioned rooms, kitchen, range of educational materials and a garden area

You will be a knowledgeable and committed recycler who can creatively tailor opportunities to partners requirements. A friendly and engaging personality who is comfortable presenting to a wide variety of audiences from a busy school assembly to a community meeting and stimulating behaviour change. Well developed organisational skills will allow you to deliver a busy programme in the centre, the garden and outreach in the community.

You will grow the centres profile and make it known across the area as a valued community facility.



What difference will you make in the role?

- This is a great opportunity to grow a local facility and improve recycling in the North East
- Your experience, skills and knowledge will help shape and deliver a valuable programme of community engagement learning and behaviour change which helps move waste up the hierarchy and creates a circular economy
- You will juggle a range of projects and engagement sessions in schools, in the centre and in community venues. Building relationships with a variety of partners you will maximise the opportunities and positive impacts of your work.
- Working closely with the South Tyne and Wear Waste Management Partnership and Suez, you will form an essential part of our Steering Group, organising meetings, reporting and helping to shape the priorities for delivery.



Who you will be working for and with?



You will be based in the Campground Waste and Recycling Visitor Education Centre, Springwell Road, Wrekenton, NE9 7XW . You will be the sole Groundwork staff member on site but will be regularly visited by colleagues and share a building with numerous Suez staff members. You will divide your working week between activities in the centre and out in the community. Some home working will be possible for certain tasks.

As part of the Groundwork Land and Communities programme across the north of the region you will be part of a wider friendly and supportive team involved in a range of community activity. You will meet with them regularly and benefit from their strong team ethos.

Reporting to the Steering Group and Groundwork's Programme Manager you will be provided with regular support and advice.



What will your duties and responsibilities be?

- Work with STWWMP, SUEZ and Groundwork (The Partnership) to develop and deliver waste and recycling learning and engagement opportunities at Campground Waste and Recycling Visitor Education Centre (WRVEC) and through outreach work across the South Tyne and Wear area.
- Lead on the creation of learning opportunities to engage with the general public and build upon their knowledge base leading to behavioural change.
- Raise awareness of the WRVEC and expand the centre's educational offer through monthly newsletters, flyers and other means of marketing.
- Develop and deliver a diverse and varied range of face-to-face centre based and outreach education and engagement sessions.
- Develop and deliver remote and digital learning opportunities including building a strong web based profile for the centre through online resources and dedicated social media.
- Provide a varied range of opportunities for involvement and volunteering in the Centre and its garden.
- Evaluate the work you have delivered and evidence its behavioural change impacts
- Monitor and manage project budgets, ensuring resources are used effectively to achieve outputs and meet targets.
- Ensure timely and accurate submission of financial claims and monitoring reports.



What skills and experience do you need to apply?



- Good standard of education to GCSE equivalent, particularly in English and mathematics
- Experience of delivering a variety of presentations and educational sessions within community and educational settings
- Experience of successful project development and delivery
- Strong track record of community engagement, learning and awareness raising in communities
- Strong knowledge of waste and recycling theory and issues.

- Ability to maintain confidentiality as required.
- Strong knowledge of partnership working
- Good organisational skills to enable the effective project management.
- Ability to work on own initiative
- Good communication and IT skills
- Ability to lead and innovate both within Groundwork and externally with partners
- Confident and persuasive with an ability to encourage behaviour change.
- Full Driving Licence and access to a means of transport

It would be good, but not essential, if you also have:

- Educated to A level or NVQ level 3 or equivalent.
- Experience of drafting promotional material such as newsletters and event flyers
- Experience of a range of teaching and learning environments.
- Knowledge of community regeneration issues



Appointment to this post is subject to an enhanced disclosure endorsed by the Disclosure and Barring Service.

What will we offer you...

- Competitive salary, circa £25,000 per annum
- 37 hour working week (part time or job share negotiable)
- Excellent holiday entitlement of 25 days, rising to 27 days per annum plus public holidays
- Family friendly policies to support work/life balance and time off in lieu for out of hours work
- Business travel expenses
- Better health at work activities
- Access to a Cycle To Work Scheme
- A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- Staff life insurance scheme
- Friendly, team environment where we support each other to achieve



Want to Apply?



Great, all you need to do is complete the application pack available on our website, located here:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

All completed applications should be sent to:

(In current circumstances, can we ask that you please return applications via email if possible)

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