

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

JOB TITLE:	Recycling Engagement Officer
REPORTS TO:	Communities Programmes Manager
RESPONSIBLE FOR:	Volunteers, Placements as required by the project
PRIORITY CONTACTS:	Residents, Community Groups, Schools, Local Authorities, Funders.
LOCATION:	Pegswood, Northumberland
SALARY:	£25,129 - £27,826 per annum
HOURS:	Full Time - 37 Hours per week (12 month fixed term - contract extension may be available subject to funding confirmation)

JOB SUMMARY

We are looking for an enthusiastic and committed individual with a passion for improving recycling and the environment to join our Land and Communities Team.

Working in Groundwork's Land and Communities Team, and in close partnership with Northumberland County Council and Suez Recycling and Recovery, this post will engage with households and partners across Northumberland to reduce contamination in the recycling waste stream and change recycling behaviours. You will work with the County Council's Refuse Collection Teams and Waste Managers to deliver a programme of targeted doorstep engagement, monitoring and community engagement activity aimed at reducing contamination and increasing recycling. As a Recycling Engagement Officer you will exercise your delegated powers to address residential waste offences.

The postholder will be hardworking, flexible and passionate about making a difference. You will be a strong and persuasive communicator, able to understand legislation and council policies and to explain these in simple terms to residents through correspondence and conversation. You will be unafraid of getting your hands dirty and comfortable with regularly working outdoors.

This role is subject to an Enhanced Disclosure endorsed by the Disclosure and Barring Service

KEY TASKS

Key Area: Project Delivery

- To deliver doorstep recycling awareness and enforcement activities across Northumberland, promoting available recycling services and motivating residents to participate in these services.
- To develop and deliver an extensive programme of community focussed recycling activities and events which engage the community, improve practice, reduce contamination and increase recycling.
- To raise instances of non-compliance/contamination with residents and explain corrective actions.
- To maintain an understanding of the Council's domestic waste enforcement policy and be able to explain to residents when required
- To work closely with refuse collection teams and team leaders to support waste management operations, including bin checks, issuing bin stickers, reporting broken bin lids and tagging contaminated bins
- To regularly monitor, report and present outcomes against KPIs relevant to the post.
- To lead on monthly steering group meetings with project partners, reporting activity and progress.
- To work with existing and new partners to coordinate and add value to current related activities and to investigate new opportunities for improving recycling activities and practice.
- With the support of the Communities Programme Manager ensure budget control and monitoring, timely, accurate submission of claims and preparation of reports for funders.
- To promote activity via social media, press and other networking opportunities
- To attend relevant conferences, events and open days to promote activity.
- To appraise and satisfy health & safety, legal and other regulations with respect to projects, participants and the general public.

Additional responsibilities

- Integrate with wider team and share knowledge to benefit the holistic development of programmes.
- 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.