

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

ROLE TITLE:	Waste and Recycling Visitor and Education Centre Coordinator
REPORTS TO:	Programme Coordinator
LOCATION:	Waste and Recycling Visitor and Education Centre (WRVEC), Campground
PRIORITY CONTACTS:	South Tyne and Wear Waste Management Partnership, SUEZ, Residents, Community Groups, Schools, Businesses, Funders.
SALARY:	£26,865 to £29,927 per annum

JOB SUMMARY

Working as a member of Groundwork's Local Programmes Team the postholder will develop, deliver and sustain engaging waste and recycling education activity and learning with communities across South Tyne and Wear. The post will be based at the Campground Waste Transfer Station operated by SUEZ Recycling and Recovery UK on behalf of South Tyne and Wear Waste Management Partnership (STWWMP). This post will provide a valuable resource for the Waste Partnership and SUEZ to achieve their respective organisational objectives.

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

KEY RESPONSIBILITIES

Key Area: Project Delivery

- To 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.
- To lead on the creation of learning opportunities to engage with the general public and build upon their knowledge base leading to behavioural change.
- To raise awareness of the WRVEC and expand the centre's educational offer through monthly newsletters, flyers and other means of marketing.
- To develop and deliver a diverse and varied range of face-to-face centre based and outreach education and engagement sessions.
- To 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.
- To provide a varied range of opportunities for involvement and volunteering in the Centre and its garden.
- To evaluate the work you have delivered and evidence its behavioural change impacts.
- To provide monthly WRVEC reports, and any other information or reports as required to the Partnership, and facilitate and chair regular partnership meetings.
- To monitor and manage project budgets, ensuring resources are used effectively to achieve outputs and meet targets.
- To ensure timely and accurate submission of financial claims and monitoring reports.
- To appraise and satisfy health & safety, legal and other regulations with respect to your work, projects, participants and the general public.

Key Area: Project Development

- To develop and deliver waste management and recycling initiatives across South Tyne and Wear.
- To lead the development of the annual WRVEC Action Plan and the delivery of the agreed programme.
- To develop close working relationships with a wide range of partners to facilitate innovative work and partnership opportunities.
- To recognise and pursue opportunities to secure additional funding to grow current work and support priorities.

Additional Requirements

- To comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for safeguarding
- An ability to work outside normal office hours to meet service delivery requirements.
- Any other duties commensurate with the level of the post.