

West London Waste Authority

Job Description



Job Title:	Waste Minimisation Engagement Officer
Main Function of Job:	Leading the development, creation and delivery of waste minimisation engagement activities to schools and the general public.
Reports to:	Waste Minimisation Manager
Salary:	SO1, scale 23-25, £26,999 – £28,785 per annum plus £1,923 London Weighting
Basic Hours:	36 hours per week
Principal Location:	Head Office, West London Waste Authority – Britannia Court, The Green, West Drayton, UB7 7PN

Duties and Responsibilities:

1. Develop and deliver educational programmes to students and school staff to compliment the introduction of food waste recycling at schools using various positive teaching methods.
2. Promote and lead workshops on reusable nappies and hygiene products.
3. Build robust and sustainable relationships with stakeholders.
4. Develop required communication materials across a range of formats, ensuring timely and accurate implementation of campaigns as well as working reactively to resolve problems.
5. Create, manage and maintain safe working environment when delivering programmes to the public.
6. Demonstrate a commitment to own personal and professional development.
7. Promote a positive image and uphold the reputation of the West London Waste Authority.
8. Self-motivated, have excellent attention to detail, obtain strong record keeping and organisational skills
9. Undertake any other duties commensurate with the grade of the post, as may be required from time to time to work evenings and weekends outside of normal working hours and supporting activities that cover all of the WLWA work.
10. Must have a full and clean valid UK driving license and be comfortable driving around West London areas in a van.

West London Waste Authority is continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

PERSON SPECIFICATION:**VALUES AND BEHAVIOURS**

Values and Behaviours	Recruitment and Selection	
	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
I ensure the needs of different communities are understood and addressed	E	A, I
I challenge others, and deal with challenges in an honest and constructive way	E	A, I
I am a role model for the Authority's behaviours and lead by example	E	A, I
I make decisions within the scope of my authority, rather than refer them up the line	E	A, I
I am proactive and take responsibility for making sure that taxpayers' money is spent effectively	E	A, I
I make sure I know what others are doing in order to do my job well	E	A, I
I am flexible in my work and can change what I'm doing in order to meet priorities	E	I
I treat everyone fairly, with respect and value differences	E	A, I
I do what I say I will do, when I've promised to do it, or let people know why not.	E	A, I

EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

Qualifications	Recruitment and Selection	
Educated to degree level or equivalent with a background in communications, project and campaign planning	E	A, I
A member of CIWM	D	A, I
Other Requirements		
DBS approval will be required but it is not essential to already have it	D	A, I
A full valid UK manual driving license	E	A, I
Experience	Recruitment and Selection	
Experience in designing, delivering and coordinating of educational programs using various positive teaching methods at a formal and informal level; experience of working with schools and public groups from diverse backgrounds	E	A, I
Experience working in the Waste and Recycling sector.	D	A, I
Experience of managing risk in and keeping documentation up to date including health and safety inspections, site visits and schedules.	E	A, I
The ability to foster a working culture that is open and responsive to change using strong relationships with key partners.	E	A, I
The ability to continuously find ways to improve services and develop new ways of working.	E	A, I
Competent in Microsoft Office Suite	E	A, I