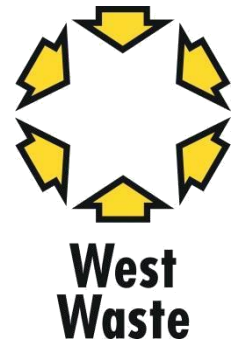


West London Waste Authority

Job Description



Job Title: Events Assistants (part-time)

Responsible To: Waste Minimisation Manager

Responsible For: Engaging members of the public with waste minimisation and recycling messages

Main Function of Job: To organise and attend events hosted or supported by West London Waste Authority. To promote the use of waste as a valuable resource to residents and businesses in West London. To support the delivery of waste minimisation projects by collating and presenting data and engaging members of the public.

Salary: £21,987 inc. London Weighting (grade 4, sp 18-21)

Basic Hours: Variable (minimum 8 hours per week including weekends).

Fixed term –

Principal location: At events across West London but based at Head Office, West London Waste Authority – Civic Centre, Lampton Rd, Hounslow

Duties and Responsibilities:

1. To promote the usefulness of waste as a valuable resource to attendees at events, including waste minimisation and recycling messages.
2. To provide information about waste minimisation or recycling services available from the Councils or other organisations.
3. To attend events throughout West London to support any of the West London Waste Authority constituent Boroughs or partnering organisations.
4. To organise and deliver events; including booking attendance at events organised by other organisations and booking event locations for WLWA organised events.
5. To collect and collate data at events to assist with the review and monitoring of progress towards targets and actions in the Joint Municipal Waste Management Strategy and the Waste Minimisation Action Plan.
6. To support the delivery of waste minimisation projects by engaging members of the public, delivering information using a variety of methods and collecting, collating and presenting data.
7. To carry out monitoring and evaluation as required, including surveys and completion of forms at events.
8. To deliver presentations to appropriate audiences.

9. To identify local groups and opportunities to engage with local residents and business communities about waste minimisation topics.
10. To perform any other duties or responsibilities as reasonably may be requested.

NB: The events and projects work of the waste minimisation team is cyclical with events taking priority for six months and project work the remaining six months. A significant amount of weekend working is required to deliver events.

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 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
If difficult issues arise, I don't put them to one side or blame others, but resolve them	E	A, I
I make decisions rather than referring them up the line	E	A, I
I look for examples of good practice in the Authority and outside to improve the way I do my job	E	A, I
I treat customers in the way they would want to be treated	E	A, I

EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Certificate (C), Other Test on-site (O)
Qualifications	Recruitment and Selection	
Strong academic qualifications from school, college or University in environment, science, business or communication	E	C
Experience	Recruitment and Selection	
a) Experience of delivering face-to-face communications with a wide range of audiences	D	A, I
b) Knowledge of reduce, re-use and recycle messages	E	A, I
c) Excellent verbal communication skills including the ability to deliver messaging clearly and concisely	E	A, I, O
d) Experience of interacting with people about environmental matters and issues and asking them to do something different	D	A, I
e) Able to research and collate information into basic reports and to write good quality emails/letters	E	A, I, O
f) Experience of working unsupervised, taking ownership of tasks, and delivering them on time and to a high standard	E	A, I, O
g) Experience of creating key messages, creatively adapting your approach to your audience	D	A, I, O
h) Excellent IT skills including all Microsoft applications (Outlook, Word, Excel & PowerPoint)	E	A, I
i) Must hold a current driving license & be prepared to travel to various locations	E	A, I
j) Experience of Event Management & Organisation	D	A, I