

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Education Officer	<b>Grade:</b> Scale SO1
<b>Employer:</b> Western Riverside Waste Authority	
<b>Responsible to following manager:</b> Education Team Leader	<b>Responsible for following staff:</b> None

### Job Purpose

1. To plan, manage, promote and carry out educational to encourage the three R's - Reduce, Reuse, Recycle
2. To carry out recycling assessments/audits within schools, other educational establishments and community group settings and
3. To assist with the implementation of the Authority's communications and collaboration plan and Joint Waste and Resources Strategy.

### Specific Duties and Responsibilities

1. Promote the Education Programme to Schools/Educational establishments and community groups to maximise awareness of waste management issues.
2. Encourage recycling assessments/audits within schools and other educational establishments and provide advice to schools on how to reduce, reuse and recycle as part of the wider climate change agenda. Liaise with the Borough contacts to assist this process.
3. Plan, manage and carry out educational activities.
4. Assist with the implementation of the Authority's waste reduction and re-use campaign and communications and collaboration strategy.
5. Establish and maintain a schools, colleges and special interest/ community group database.

6. Assist with the updating of the Authority's website.
7. Look after all the equipment or resources associated with the education programme and make suggestions for other equipment and resources needed for effective education talks, workshops and tours.
8. Be responsible for your health and safety and that of others through the adherence to the health & safety policy and the risk assessments in place. Co-operate on health and safety matters with the on-site contactor including the use of personal protective equipment and reporting of relevant incidents.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Western Riverside Waste Authority
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the Authority's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand the Authority's duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the Authority.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

### **Additional Information**

- This is a part-time post requiring the postholder to work 20 hours per week, 5 days a week (Monday to Friday), 9.30am to early afternoon.
- This is a term -time only post.
- The postholder will be required to work up to 2 evenings a month (days to be determined by postholder).

- This post requires the postholder to undergo a DBS check on recruitment and at regular intervals after appointment.
- This position is based at the Smugglers Way Waste facility in Wandsworth, SW18 but the postholder must have a willingness to travel within the WRWA area.

## Person Specification

<b>Job Title:</b> Education Officer	<b>Grade:</b> Scale SO1
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Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
A good understanding of the waste hierarchy (reduce, reuse, recycle) current waste management and wider climate change issues	✓		A/I/T
Strong awareness of diversity and inclusion	✓		A/I
An understanding of how to communicate effectively to change people's behaviour.		✓	A/I
<b>Experience</b>			
Proven experience in presentational work to a wide variety of audiences	✓		A/I/T
Previous experience of working with school children		✓	A/I
Previous experience of working with community groups and residents.		✓	A/I
<b>Skills</b>			
Ability to use MS Office-based IT including email, MS Word	✓		A/I
An ability to communicate clearly in spoken and written English.	✓		A/I
Good organisational and planning skills	✓		A/I
An ability to work on own initiative as well as working as a member of a team	✓		A/I

Able to relate to a variety of audiences	✓		A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**