

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Education Team Leader	Grade: Scale PO1
Employer: Western Riverside Waste Authority	
Responsible to following manager: Deputy General Manager	Responsible for following staff: 3 x Education Officers
Last review date: October 2023	

Job Purpose

1. Devise and deliver a programme of age appropriate educational workshops in line with the national curriculum and climate change policies keeping the information current and abreast of national developments.
2. To lead in the ongoing success and continuing development of the Education Programme.
3. To lead on regular reviews of the Education Programme, to ensure the key messaging remains current and reflects current and emerging policy changes, from local, regional and national government levels.
4. To lead in the current year's Review on the delivery of the Education Programme.
5. To manage the Authority's Education Programme through managing and motivating a team of up to three Education Officers on a daily basis.
6. To assist with the implementation of the Authority's communications plan.

Specific Duties and Responsibilities

7. Managing three 3 members of staff to include:
 - Motivating Education Officers and championing the vision, values and goals of the Authority

- Allocating the Education Officers to tasks, managing the team's calendar to ensure smooth team operations and effective collaboration
 - Target setting and monitoring, with regular one to one meetings on progress and feedback
 - Challenging underperformance, identifying training needs and providing or commissioning training to team members where necessary and also recognizing good performance
 - Assisting in the performance management process by acting as a performance manager for the Education Officers
 - Listening to team members' feedback and resolve any issues or conflicts
 - Assists in the development of an inclusive culture that recognises and values the contributions of staff.
8. To assist in the recruitment and selection process and the induction process of Education Officers, as required.
 9. To assist in the probation process by supporting new recruits with bespoke support and undertaking the necessary Probationary Reviews.
 10. To take responsibility for the Teams resources, including the recommending of new resources to the Deputy General Manager continuously checking the quality of the Education Programme, and putting in place any changes needed to maintain high standards, reporting any difficulties to the Deputy General Manager.
 11. Keeping accurate records of schools participating in the Programme, and managing the marketing to schools. Reporting on the team's activities to the Deputy General Manager on a monthly basis.

In addition to the team management function, the Education Team Leader will perform the below specific duties:

12. Promote the Education Programme to Schools/Educational establishments and community groups to maximise awareness of waste management issues.
13. To 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.

14. Plan and manage the Educational of events.
15. Assist with the implementation of the Authority's waste awareness campaign and communications strategy through educational talks and workshops.
16. Establish and maintain a schools, colleges and special interest group database.
17. Assist with the updating of the Authority's website.
18. 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.
19. 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 contractor 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 23 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).

Person Specification

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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) and wider climate change issues	✓		A/I/T
Strong awareness of diversity and inclusion	✓		A/I
A knowledge and understanding of current waste management, recycling and environmental issues		✓	A/I
Experience			
Proven experience of leading and managing a team		✓	A/I
Proven experience in presentational work to a wide variety of audiences	✓		A/I/T
Previous experience of working with school children		✓	A/I
Skills			
Ability to use MS Office-based IT including email, MS Word and Excel spreadsheets	✓		A/I
An ability to communicate clearly in spoken and written English, including the ability to communicate complex technical issues in an accessible way to a wide range of stakeholders	✓		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
Staff management skills		✓	A/I
The ability to manage and prioritise the team's workload .	✓		A/I
Experience of motivating a team to achieve organisations objectives	✓		A/I
Qualifications	Essential	Desirable	Assessed

A – Application form

I – Interview

T – Test

C - Certificate