



JOB TITLE	Events Assistants (North London) x 6
REPORTS TO	Senior Project Manager
DEPARTMENT	Waste Services
CONTRACT	Fixed term until mid August 2017
HOURS	Seven weekend days, typically 9am – 4pm with a half hour unpaid break (6.5 hours per day). Some days may be longer.
SALARY	£9.75 per hour
LOCATION	Across the London Boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest

Overview

The North London Waste Authority is working with Keep Britain Tidy to deliver a series of seven ‘Waste Less, Lunch Free’ events at outdoor locations across the London Boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest from the end of June through to mid-August 2017. These events are designed to highlight and reduce the level of food and average household wastes in a year through public engagement on the issue.

Each Waste Less, Lunch Free event will be attended by six Events Assistants, supervised by a Keep Britain Tidy Project Manager. Responsibilities include:

- Unloading equipment and setting it up at the venue
- Engaging passers-by to draw them in to the event
- Engaging with the public about food waste issues and how to address them
- Stewarding
- Recording the number of people engaged with
- Obtaining feedback from attendees
- Loading equipment at the end of the day
- Cleaning the site following the end of the event

Additional responsibilities may also include:

- Delivering promotional materials in advance of each event, such as leaflets to local households and posters to local businesses and organisations

Full training will be provided on Monday 19th June. There will be one event in each of the seven boroughs, taking place on a selection of dates as follows:

- 24th June
- 1st July
- 2nd July (or 23rd July)

- 22nd July
- 23rd July (or 2nd July)
- 5th August
- 6th August
- 19th August

Please note these dates may be subject to change.

These positions will provide sought-after experience for those looking for a career in the environmental sector, especially the waste and recycling industry, and are paid at the London Living Wage. These positions also offer a chance to change the way people view food waste and make a real impact on waste prevention across North London. Further employment may be available at the end of this contract.

Knowledge, skills and experience

For the Events Assistants positions, you should possess the following attributes:

Essential

- Ability to work in the UK with immediate effect
- Interest in the environment/waste and recycling sector and a genuine commitment to the principles and goals of Keep Britain Tidy
- Experience of working or assisting at public facing events and/or roadshows
- Excellent verbal communication skills, including confidence in giving presentations and demonstrations
- Ability to work with a diverse range of people in a diplomatic and sensitive manner
- Ability to work well as part of a team and unsupervised
- Confident organisational skills, accurate record keeping and a methodical approach
- Ability to work flexible hours including early evenings and weekends
- Physical ability to carry equipment and stand for long hours and willingness to work outdoors in all weathers
- Ability and willingness to travel throughout the London Boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest (please note you will be required to travel to event locations at your own cost).

Desirable

- Ability to attend all specified dates including the training day (please state any dates you are unable to attend)
- Ability to communicate in languages other than English which are commonly spoken in North London, including but not restricted to Turkish, Polish, Somali, Bengali, French and Arabic
- Full driving licence and willingness to drive a hire vehicle
- First aid trained

Further information

Deadline for applications: 9am on Wednesday 14th June.

Interviews: Friday 16th June at Keep Britain Tidy's London Office

Start date: Monday 19th June, commencing with a training day at Keep Britain Tidy's London Office. You must be available for this date.

Anticipated end date: Saturday 19th August.

Should you have any questions please contact:

Jen Robertson, Senior Project Manager
Keep Britain Tidy, 9-13 Kean Street, London, WC2B 4AY
Tel: 020 7420 4441
Email: jen.robertson@keepbritaintidy.org

To apply please download and complete an Equal Opportunities Monitoring Form and submit this together with your CV and cover letter to:
kbtrecruitment@keepbritaintidy.org

In your cover letter you should highlight your relevant knowledge, skills and experience for this role.

No agencies please.

Keep Britain Tidy is an independent charity which works to eliminate litter, improve local places and end waste. With respect to ending waste, between 2015 and 2020 we aim to increase understanding and change behaviours to reduce waste and improve the quantity and quality of municipal recycling levels in England. Keep Britain Tidy delivers community engagement campaigns, monitoring & evaluation services and training for public and private sector clients working to reduce waste and increase recycling. Keep Britain Tidy is a [Living Wage Employer](#).

DATE: 30/05/2017