



**Job title:** Volunteering event support worker

**Reports to:** Volunteering and Community Engagement Manager

**Department:** Volunteering & Community Engagement

**Salary:** £12.00 per hour

**Contract:** Casual contract for up to 6 months with potential for extension

**Hours:** Between 6-18 hours per month  
Events are delivered during the day, between the hours of 10:00-15:00 with travelling and set up time.

**Location:** Mobile within the locations of the Midlands and the North West of England

## 1. Purpose of the Role

Keep Britain Tidy are looking for environmentally minded, engaging, fun people to lead our corporate events across the UK. Your role will be to facilitate our events, making sure that everyone attending has fun, is safe and that all waste collected is disposed of appropriately.

## 2. Principle Accountabilities

1. To lead litter picking events for people who want to do their bit for the environment including corporate partners and communities.
2. To engage, inspire and provide a great experience to all in attendance.
3. Deliver the pre event information, including Health and safety guidance.
4. Ensure that event participants have the correct equipment and support to do their litter picking activities.
5. Ensure that all events are delivered in line with risk assessment.
6. Complete sign-up sheets, photo permission forms and other associated monitoring documents.
7. Ensure that all data is securely managed and stored in line with Keep Britain Tidy's policies.
8. Abide by Keep Britain Tidy's Policies and guidance.
9. To be responsible for the Health and Safety of themselves and others and to co-operate under the Health and Safety at Work Act 1974 to ensure safe working practices are maintained



**3. Budget responsibility and decision-making authority**

N/A

**4. Supervision of employees – complexity of leadership, number of direct reports, reporting level**

- No direct reports, management of volunteers
- Reports directly to Corporate Volunteering Manager

**Person Specification**

<b>Experience, Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
To be a positive, friendly and engaging group leader for Keep Britain Tidy	✓		Application and interview
Excellent interpersonal skills with the ability to communicate in English.	✓		Application and interview
Ability to create fun and safe environments for group participants.	✓		Application and interview
Excellent personal organisation, time management and administrative skills	✓		Application and interview
Good working knowledge of key environmental challenges.		✓	Application and interview
A genuine commitment to the principles and goals of Keep Britain Tidy, passionate about the environment and keen to make a difference.	✓		Application and interview
The ability to be mobile within the Midlands and North West regions of England to deliver events	✓		Application and interview
Ability to work outdoors, independently and unsupervised	✓		Application
<b>Other requirements</b>			
A current full UK driving licence is required with business insurance (travel expenses will be paid as per the Keep Britain Tidy expenses policy).	✓		Application
The right to work in the UK with immediate effect, aged 16 and of school leaving age	✓		Application