Job description

**Job title:** Project Coordinator (Litter Heroes)

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

**Department:** Volunteering and Community Engagement

**Contract:** Fixed term for 6 months

**Hours:** 18.75 hours per week

**Salary:** £11,475 p.a. pro-rata (£22,950 p.a. FTE, Wigan and remote), £12,475 p.a. pro-rata (£24,950 p.a. FTE, London)

**Location:** Wigan, London or Home Based.

1. **Purpose of the job**
   - To provide support and coordination for our #LitterHeroes programme. #LitterHeroes enables Ambassadors across England to develop litter picking and environmental activities at local level. Through the recruitment and involvement of teams of #LitterHeroes we will reduce litter and waste in our towns and cities.
     - Connecting with Litter Ambassadors from across England.
     - Communicating with Litter Heroes from across England.
     - Providing practical and administrative support across the programme.

2. **Budget responsibility and decision making**
   - Responsible for working with the Volunteering and Community Engagement Manager to deliver the programmes within allocated budget

3. **Principal accountabilities**
   - To engage with our existing cohort of Litter Ambassadors: providing communications, updates and links to resources and/or training.
   - To provide support with the development of the programme, through undertaking audit and data cleanse tasks.
   - To act as a main point of contact for enquiries and applications for the litter heroes programme.
   - To administer and update any appropriate CRM and/or databases, ensuring records are up to date.
   - To maintain a database of Litter Heroes and Ambassadors in line with GDPR.
• To support with the development and distribution of promotional materials and resources associated with the programme.

• To support with the development of, and deliver training resources for Litter Heroes and Ambassadors.

• To keep stakeholders up to date with programme news.

• To ensure policies and procedures are up to date and complied with.

• To produce reports and data, demonstrating progress within the programme.

• To undertake other tasks from time to time as required by Keep Britain Tidy.

• To be responsible for the Health and Safety of themselves and to co-operate under the Health and Safety at Work Act 1974 to ensure safe working practices are maintained.

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

   • No direct reports
   • Reports to Volunteering and Community Engagement Manager

5. **Contact with others – level of customer contact internal/external**

   • To work with teams across Keep Britain Tidy to ensure that we provide consistent and engaging updates to our set of Litter Heroes and ambassadors.
Person Specification

<table>
<thead>
<tr>
<th>Experience, Knowledge and Skills</th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrable experience of working with community groups and volunteers.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>Excellent written and verbal communication skills including experience and confidence in writing communications, providing data, and an understanding of developing community projects.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>An understanding of communities, the value of volunteers and a genuine desire to be part of a movement.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>As this post is fixed term, we are looking for someone who is adaptable and who can work to timescales and deadlines - prioritisation and the ability to plan is essential.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>Excellent organisational skills, accurate record keeping and a methodical approach.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>The ability to work with a diverse range of people in a diplomatic and sensitive manner.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>The ability to develop and maintain excellent working relationships with new and existing volunteers.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>A high level of computer literacy in dealing with standard Microsoft packages including Outlook, Word, Excel and PowerPoint.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>An ability and willingness to work flexibly during each week including evenings and weekends as required.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>An interest and understanding of environmental, waste and recycling issues.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
<tr>
<td>A genuine commitment to the principles and goals of Keep Britain Tidy, passionate about the environment and keen to make a difference.</td>
<td>✔️</td>
<td></td>
<td>Application and interview</td>
</tr>
</tbody>
</table>

Other requirements

| The willingness to undertake occasional evening | ✔️        |           | Application |
and weekend work.

| The willingness to undertake a flexible approach to the working day | ✓ | Application |

Written: November 2021