



<b>Job title:</b>	Project Manager (Chewing Gum Task Force)
<b>Reports to:</b>	Litter & Place Services Manager
<b>Department:</b>	Litter & Place Services / Services Directorate
<b>Salary:</b>	£25,200p.a. pro-rata (£31,500p.a. FTE), Wigan or remote-based £26,800p.a. pro-rata (£33,500p.a. FTE), London
<b>Contract:</b>	Fixed term until 31 December 2024 with the potential for extension. (The funders have committed to funding the programme until December 2026 with annual extensions confirmed by 31 October each year).
<b>Hours:</b>	30 hours per week
<b>Location:</b>	Wigan or London with hybrid working available, or remote based, with occasional travel across England

## 1. Purpose of the Role

To manage the delivery of and assist the development of the Chewing Gum Task Force within the Services Directorate of Keep Britain Tidy.

The Chewing Gum Task Force is a partnership between Defra, the Department of Agriculture, Environment and Rural Affairs in Northern Ireland, Scottish Government and Welsh Government and chewing gum producers including Mars Wrigley, Perfetti Van Melle which aims to remove gum litter from UK high streets and prevent future littering.

To lead on overall administration of the scheme and manage the cleansing grant programme for councils working alongside partner organisation Behaviour Change.

## 2. Principle Accountabilities

- To manage and assist the development of overall administration of the Chewing Gum Task Force and the cleansing grant programme for councils. To include, but not limited to:
  - Arranging, managing and minuting quarterly Chewing Gum Task Force meetings.
  - Providing written updates to the partnership and responding to queries.
  - Working with Keep Britain Tidy's lawyers, senior members of the Services Directorate and the gum producers to update legal agreements and agree payments.



- Working with the Marketing & Communications Team to produce an annual communication plan to actively promote the work of the Chewing Gum Task Force to external audiences and developing content for the Keep Britain Tidy website and social media channels.
  - Producing an online application form for the cleansing grant programme for councils, working with the Core Team to ensure compatibility with IT infrastructure and data protection requirements.
  - Producing supporting resources for the cleansing grant programme for councils including guidance, FAQs and supplier discounts.
  - Arranging and supporting the process of evaluating applications to the cleansing grant programme by the Evaluation Sub-Committee.
  - Working with senior members of the Services Directorate and the Finance Team to arrange for cleansing grant programme payments to be made to beneficiary councils.
  - Liaising with beneficiary councils and monitoring their progress throughout the cleansing grant period to ensure compliance.
  - Coordinating, monitoring and evaluating outputs and outcomes of the Chewing Gum Task.
  - Producing an annual report for partners and external audiences.
  - Ensuring best practice and research is shared across the work of the Chewing Gum Task Force.
  - Working with Behaviour Change to ensure the programme achieves demonstrable behaviour change, reducing gum littering year on year.
- To ensure that all learning from the Chewing Gum Task Force is fed into the wider work of the Services Directorate and Keep Britain Tidy.
  - To contribute to continuation of the scheme by helping to develop project approaches and budgets in conjunction with senior members of the Services Directorate.
  - To develop relationships with partners, local authorities and businesses for the wider benefit of the Services Directorate and Keep Britain Tidy.
  - To undertake other tasks from time to time as requested by the Litter & Place Services Manager.
  - 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.
- 3. Budget responsibility and decision-making authority**
- To work with the Litter & Place Services Manager to ensure that the Chewing Gum Task Force is delivered within budget and that expenditure and grant distribution (c.£1.2M) is managed and reported properly and expediently.



- To liaise with the Litter & Place Services Manager and the Finance Team in putting together and monitoring invoicing schedules and grant payment schedules.
  - To have project management decision-making authority for services within guidelines set by the Litter & Place Services Manager.
- 4. Supervision of employees – complexity of leadership, number of direct reports, reporting level**
- No line management responsibilities.
  - Work with other employees and partners who may be based remotely to assist with the completion of particular tasks.
  - Reports to the Litter & Place Services Manager.



## Person Specification

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Relevant qualifications at degree level or above or equivalent experience	✓		Application and interview
Experience of direct project management gained in a professional capacity, ideally working on environmental projects/grant schemes	✓		Application and interview
An understanding of behaviour change, particularly in relation to litter		✓	Application and interview
Experience of managing budgets and financial reporting	✓		Application and interview
Experience of monitoring the outputs and analysing outcomes of projects against project targets along with an ability to draw conclusions from data	✓		Application and interview
Excellent written and verbal communication skills, including experience of report writing and presenting	✓		Application and interview
Excellent organisational skills, accurate record-keeping and a methodical approach	✓		Application and interview
Ability to develop good working relationships with a diverse range of partners and stakeholders	✓		Application and interview
A high level of computer literacy in using standard Microsoft packages including Teams, Outlook, Word, Excel and PowerPoint and non-Microsoft packages including SurveyMonkey and Canva	✓		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
<b>Other requirements</b>			
An ability and willingness to work (occasional) evenings and weekends as required and to spend short periods of time away from home as required for project work or special events.	✓		Application
The right to work in the UK with immediate effect	✓		Application