



JOB TITLE	Recycling Advisor (Ealing) x 5 Recycling Advisor/Data Officer (Ealing) x 1
REPORTS TO	Project Manager
DEPARTMENT	Services – Waste Insights
CONTRACT	Casual contract for 8 weeks (with possible extension)
HOURS	<p>Fixed working hours: Tuesday – Friday, 11:00 – 19:00, Saturday 10:30 – 18:30 with a 30 minute unpaid lunch break (7.5 paid hours per day)</p> <p>Additional hours for daily/weekly work planning are available (up to an average of 2 hours per week per pair of Recycling Advisors, worked flexibly)</p> <p>Additional hours for the Recycling Advisor/Data Officer are available up to an average of 7.5 hours per week, worked flexibly</p> <p>Part time positions for the Recycling Advisor roles will be considered with a minimum two day a week commitment</p>
SALARY	£11.05 per hour (London Living Wage)
LOCATION	Mobile, anywhere within the boundary of the London Borough of Ealing with a particular focus on Acton, Ealing, Northolt and Southall.

Acton/Park Royal/Chiswick, Ealing/West Ealing, Southall and Northolt

1. Purpose of the role

Keep Britain Tidy is running a residential engagement and behaviour change doorstepping campaign on behalf of Ealing Council. The project involves visiting households across the borough in collection rounds where participation in the weekly food waste recycling service is low and contamination (non-recyclable items) in the dry mixed recycling collection is high, and engaging residents in quality conversations on their doorstep to encourage them to use food waste recycling service and recycle correctly.

Doorstepping is a successful method of engaging with residents about their waste and recycling services. The engagement carried out will provide Ealing Council with valuable information on the residents' views on recycling and any barriers there may be to prevent them doing so. The key aim is to motivate and empower residents to recycle more and recycle correctly.

The doorstepping campaign is expected to start on Thursday 21st July and is anticipated to end on Tuesday 13th September. Training dates will be confirmed for those candidates starting the job role after the initial dates.

The week's work will consist of five days of doorstepping, Tuesday to Saturday, 11:00 – 19:00, for 8 hours per day including an unpaid half an hour break (starting and finishing slightly earlier on a Saturday).

2. Principal accountabilities

Recycling Advisors will work in pairs and will cover a different area of the borough each day on foot.

Doorstepping responsibilities include:

- Engaging with residents about the food waste recycling service and the dry mixed recycling service, and taking orders for food waste bins
- Recording resident responses into a bespoke form using data collection software on a tablet (provided) and submitting this to the Project Manager on a daily basis
- Meeting daily/weekly targets for the number of properties visited and spoken to
- Cooperating with all Health and Safety instructions and ensuring that reasonable care is taken of the Health and Safety of themselves and others whilst at work

Additional responsibilities for each pair of Recycling Advisors include:

- Liaising directly with the Project Manager to ensure smooth running of the project
- Logging in and out daily with the Project Manager for staff safety
- Organising the pair's daily/weekly work plan (with additional paid hours allowed for this)
- Ensuring that daily/weekly targets are met across the pair

Additional responsibilities of the Recycling Advisor/Data Officer (undertaken at home) include (with additional paid hours allowed for this):

- Downloading the data from the survey platform and importing it into an Excel document (laptop provided if needed)
- Quality checking data to ensure it is both complete and correct on a regular basis
- Providing regular updates to the Project Manager

3. Person specification

The Recycling Advisors should possess the following attributes:

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Interest in the environment/waste and recycling sector and a genuine commitment to the principles and goals of Keep Britain Tidy	✓		Application and interview
Excellent interpersonal and communication skills with ability to understand and follow instructions given in English	✓		
Meticulous and methodical approach to completing tasks and recording data	✓		
Ability to use a tablet provided to record data in using data collection software and submit records on a daily basis	✓		
Daily access to a wireless internet connection	✓		

Experience of working directly with residents providing a high level of customer care	✓		
Excellent organisation and planning skills	✓		
Ability to work well as part of a team to meet performance targets	✓		
Ability to work independently and unsupervised	✓		
Physical ability to walk long distances and willingness to work outdoors in all weather	✓		Application
Ability and willingness to travel throughout the London Borough of Ealing	✓		
Ability to work in the UK with immediate effect	✓		
Access to your own bicycle to use as transport to get around the London Borough of Ealing *		✓	
Live locally in/near the London Borough of Ealing and possess knowledge of the local area		✓	

* With mileage reimbursed at a rate of £0.20 per mile through the expense process once approved to cycle on company business.

Driving on company business is not a requirement of this project – Recycling Advisors must not drive their own vehicle during working hours.

In addition to the above, the Recycling Advisor/Data Officer should possess the following attributes:

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Excellent IT skills including experience of downloading large datasets and using Excel including formulas	✓		Application and interview

4. Additional information

These positions will provide excellent 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. Further employment may be available at the end of this contract.

Full training will be provided.

Recycling Advisors will be required to travel between home and training/work at their own expense.

Deadline for applications: **Applications will be received on a rolling basis**

Interviews (held by video call): **on a rolling basis**

Training: **Dates to be confirmed**

Start date: **To be confirmed with the successful candidates**

Anticipated end date: **Tuesday 13th September 2022**

5. Application instructions

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

To be considered, your cover letter should include the following:

- The role you are applying for: Recycling Advisor or Recycling Advisor/Data Officer
- Highlight your relevant knowledge, skills and experience for this role. Please consult section 3 above.
- Confirm your availability for training and start dates.
- If you want to be considered for a part time role, which days you are available to work per week (minimum of two)

Applications will not be considered unless you submit both a CV and a covering letter as per these instructions.

No agencies please.

If you have any questions, please contact:

Farhana Aktar, Project Manager,
Keep Britain Tidy, The Green House, 244-254 Cambridge Heath Road, London, E2 9DA
Tel: 07949 409 102
Email: farhana.aktar@keepbritaintidy.org

6. About Keep Britain Tidy

Keep Britain Tidy is an independent charity which works to eliminate litter and end waste, improve local places and help people live more sustainably. The Services team delivers high-quality research, innovation and evidence-based services to local authorities, government, and businesses, which contribute significantly to Keep Britain Tidy's charitable aims. Keep Britain Tidy is a **Living Wage Employer**.

Date: 20/07/2022