



| | |
|-------------------|--|
| JOB TITLE | Waste & Recycling Advisor (Newham) – 6 posts |
| REPORTS TO | Project Manager |
| DEPARTMENT | Services Directorate |
| CONTRACT | Casual contract for 4 weeks |
| HOURS | Fixed working hours: Tuesday – Saturday, 11:00 – 19:00 with a 30 minute unpaid lunch break (7.5 paid hours per day) Part time positions will be considered with a minimum three day a week commitment |
| SALARY | £13.15 per hour (London Living Wage). Plus a £13.15 shift allowance for every 7.5 hour complete shift worked (equivalent to an extra £1.75 per hour) and an additional £100 for completing 20 shifts (a maximum of £200 for the project length). |
| LOCATION | Mobile, anywhere within the boundary of the London Borough of Newham |

1. Purpose of the role

Keep Britain Tidy is working with the London Borough of Newham (the council) on a residential engagement and behaviour change doorstepping campaign to support recent service changes. The project involves visiting properties across the borough to speak to residents on their doorstep to inform them of a change to the collection point for their waste and recycling.

Doorstepping is a successful method of engaging with residents about their waste and recycling services. The engagement carried out will help the council embed service changes and ensure residents' waste and recycling is collected efficiently.

The doorstepping campaign is expected to start on 24th September 2024 and is anticipated to end on Tuesday 22nd October 2024. There will be a mandatory training on Tuesday 24th September, in person (location to be confirmed). Applicants must be available to attend the training day and the first day of doorstepping.

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 hour break.

2. Principal accountabilities

Waste & Recycling Advisors will work in pairs and will cover streets across the borough each day on foot.

Doorstepping responsibilities include:

- Engaging with residents about their waste and recycling service, using reference resources where appropriate (provided by the council).
- Recording resident responses into a bespoke form using data collection software on a touchscreen tablet (provided by the council) and submitting this to the council.

- 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

Additional responsibilities for each pair of Waste & Recycling Advisors include:

- Liaising directly with the Project Manager and the council's representative to ensure smooth running of the project
- Logging in and out daily with the Project Manager for health and safety purposes

3. Person specification

The Waste & 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 | ✓ | | |
| 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 | ✓ | | Application |
| Physical ability to walk long distances and willingness to work outdoors in all weather | ✓ | | |
| Ability and willingness to travel throughout the London Borough of Newham | ✓ | | |
| Ability to work in the UK with immediate effect, aged 16 and of school leaving age | ✓ | | |
| Use of your own mobile phone for work purposes to stay in contact with the Project Manager (on the basis that you will not go over already paid for minutes, texts or data by using your mobile phone for work purposes). | ✓ | | |
| Live locally in/near the London Borough of Newham and possess knowledge of the local area | | ✓ | |

| | | | |
|--|--|---|--|
| Fluency in Bengali, Romanian, Urdu, Gujarati or Portuguese would be an advantage | | ✓ | |
| Full UK Driving License | | ✓ | |

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