Job title: Waste Insights Manager

Reports to: Director of Services

Department: Waste Insights

Salary: £40,199 - £42,199 per annum

Contract: Fixed Term Contract for a period of between 6 to 9 months (secondments will be considered)

Hours: Full time, 37.5 hours (4 days or an alternative flexible working pattern will be considered)

Location: Wigan, London or Home-based with some travel

1. Purpose of the Role

To lead and manage the development and implementation of Waste Insights within the Services Team of Keep Britain Tidy.

To develop, market and deliver waste services to local authorities, waste contractors, businesses and other organisations with an aim of reducing waste and/or increasing recycling.

To assess, plan and deliver Waste Insights staffing, programmes, partnerships and budgets.

To provide waste expertise internally and to use this knowledge to assist in forming Keep Britain Tidy policy positions on waste issues and to work with our Centre for Social Innovation to develop new products and services.

2. Principle Accountabilities

Develop and ensure the effective implementation of the Waste Insights team plan and the production of monitoring in progress reports for clients and project partners.

Actively seek opportunities for income generating by creating concepts, active marketing, producing proposals, winning bids and new funds for Waste Insights.

Lead on the development of new and innovative Waste Insights products and services.

October 2021
Follow policy developments relevant to Waste Insights /Keep Britain Tidy and provide input (informed by practice) to organisational policy development, responses to external consultations and participate in other policy advocacy activities.

Plan and monitor the budget for the Waste Insights team to:

- Regularly review and revise the forecast,
- And to implement the agreed expenditure plans.

Ensure an effective working relationship with relevant colleagues across the organisation including core services, marketing and communications, the Centre for Social Innovation and other teams that deliver products and services to ensure all opportunities are maximized.

Build relationships and partnerships with the public sector, local authorities, businesses and NGOs for the delivery of Waste Insights, and support towards Keep Britain Tidy’s mission and goals.

Represent Waste Insights and Keep Britain Tidy at a senior level with professional organisations and at events, including giving presentations on our strategy and work and policies.

Contribute to the charity’s internal learning programmes and dissemination of knowledge.

Undertake other related tasks as may be determined from time to time by your line manager.

Ensure programme delivery adheres to the Keep Britain Tidy Health & Safety policy, ensure regular reviews are completed, risk assessments, procedures are fit for purpose. Responsible for Health & Safety reporting.

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**

- Income target of circa £550k.

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

- Line manages a team including Senior Project Manager(s), Project Manager(s), Project Officer(s) or equivalent and a large team of casual workers.

October 2021
- Requirement to rapidly build rapport with internal colleagues and external partners.
- Reports directly to the Director of Services.
# Person Specification

<table>
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<tr>
<th>Experience, Knowledge and Skills</th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of Assessment</th>
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<tbody>
<tr>
<td>Relevant qualifications at degree level or above or equivalent experience.</td>
<td>✓</td>
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<tr>
<td>Significant experience in the waste and recycling sector and ability to demonstrate an understanding of sustainability issues, including experience of working with waste management companies and local authority waste departments and developing solutions to waste issues.</td>
<td>✓</td>
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<td>Application and interview</td>
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<td>A proven track record of project management and managing large teams of staff delivering diverse activities.</td>
<td>✓</td>
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<td>Application and interview</td>
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<tr>
<td>Proven track record of securing project funding from local authority, corporate, statutory sectors.</td>
<td>✓</td>
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<td>Application and interview</td>
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<td>The ability to work in a largely self-directed manner with excellent organisational skills, accurate record-keeping and a methodical approach.</td>
<td>✓</td>
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<td>Application and interview</td>
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<tr>
<td>Excellent written and verbal communication skills, including experience and confidence in public speaking, report writing and tender/bid writing.</td>
<td>✓</td>
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<td>Application and interview</td>
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<tr>
<td>Strong diplomatic and political skills, demonstrable experience of developing good working relationships with a diverse range of stakeholders and partners including, at senior level, with local and central government, industry and NGOs.</td>
<td>✓</td>
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<td>Application and interview</td>
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<tr>
<td>A high level of computer literacy in using standard Microsoft packages including Outlook, Word and PowerPoint and advanced skills in Excel, and in learning new non-Microsoft packages</td>
<td>✓</td>
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<td>Application and interview</td>
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<td>A commitment to equal opportunities and an understanding of how that translates to the delivery of our projects.</td>
<td>✓</td>
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<td>Application and interview</td>
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<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>
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<td>Application and interview</td>
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**Other requirements**
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<th>The willingness to undertake regular national travel, with occasional overnight stays and occasional weekend work.</th>
<th>✓</th>
<th>Application</th>
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<tr>
<td>The right to work in the UK with immediate effect</td>
<td>✓</td>
<td>Application</td>
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