

## **Eastside Food Waste Project Officer**

Have you organised a few events in your community? Are you passionate about reducing the amount of waste produced in your local area? If this sounds like you, and you want to support people to help them make a lasting change in their lifestyle that will help both them and our environment, then you might be interested in working with us to manage an exciting new community project.

Swansea Environment Centre is looking for a Project Officer to manage a household food waste project in the Eastside areas of St Thomas and Port Tennant. We are looking for someone with a keen interest with working in and helping to better their community. Experience in project management or community development is desirable but not essential. If you are well organised, self-motivated, show initiative, and are active within your community, plus have the skills to take this project forward; communicating and forming relationships with people and groups, organising events, and managing your own time and workload, we'd love to hear from you.

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### **Duties and Responsibilities**

- Organising events and/or activities involving the community on the subject of household food waste;
  - Providing information about Swansea Council's food waste recycling scheme;
  - One-to-one work with members of the community who might need support in reducing their food waste;
  - Maintaining professional relationships with a network of local groups and organisations;
  - Administering and organisation of the project;
  - Managing and evaluating the project.
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### **Personal Specification**

#### **Essential**

- Communication and interpersonal skills;
- Excellent time management and organisational skills;
- Ability to work unsupervised on a day to day basis;
- IT Skills (MS Office, internet usage);
- Event management experience/knowledge;
- Knowledge of St Thomas and Port Tennant communities;
- Ability to manage and evaluate community projects;
- Evidence of being active within your community.

## Desirable

- Welsh language skills;
  - Project management and/or community development experience.
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**Hours:** 3 days per week

**Salary:** £15,000 per annum (for 3 days a week)

**Length of contract:** 6 months initially, with possibility of extension

**Location:** you will be based in the Environment Centre, with frequent visits to the St Thomas and Port Tennant communities, and occasional visits elsewhere.

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The Environment Centre, Swansea, is a local independent charity. Our aims are to:

- Empower people to take action and improve their local environment
  - Develop joint solutions to sustainability issues, working with partners and local communities
  - Promote awareness of environmental challenges, especially among young people, community leaders and decision makers
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To apply for this position, please complete and return the application form to [info@environmentcentre.org.uk](mailto:info@environmentcentre.org.uk) or

Environment Centre, Old Telephone Exchange, Pier Street, Swansea, SA1 6EN

If you'd like to have an informal discussion about the role, don't hesitate to give us a call on 01792 480200

**Deadline:** Midnight, 7<sup>th</sup> December 2016

**Interviews:** Week commencing 12<sup>th</sup> December

