

Job Description

Department:	Place and Economy
Division/Section:	Waste Management
Job Title:	Recycling Education Assistant
Post No:	02
Grade:	6
Reports to:	Recycling Education Co-ordinator
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD SWRO[Senior Waste & Recycling Officer] --> REC[Recycling Education Co-ordinator] SWRO --> WTO[Waste Technical Officer] REC --> REA[Recycling Education Assistant] </pre>
DBS Check applicable?	Basic
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? No
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Job Purpose:	<p>The post holder will be responsible for delivering targeted communication and educational resources, to be delivered at a distance or in person, to specifically enhance residents' knowledge of the recycling and waste service offered by Peterborough City Council. In addition, they will be required to engage with primary and secondary pupils and increase understanding of environmental issues including recycling and sustainable waste management.</p> <p>To work with all sections of the community using diverse communication methods to instil behaviour change and promote recycling services made available through the Council or other bodies throughout the city, thereby improving the Council's recycling performance against targets, whether statutory or internal. To promote the ethos of 'reduce, reuse, recycle' within the community.</p>

Key Responsibilities and Duties:	<ol style="list-style-type: none"> 1. Deliver targeted high-quality communications, interaction and information aimed at encouraging and enabling behaviours around the waste and recycling service. 2. Liaise with colleagues in Aragon Direct Services to assess areas of poor performance or where resources may be targeted for best effect and target those resources available to address these areas. 3. Engage and work directly with refuse collection teams to increase recycling and reduce contamination and residual waste. 4. Engage with residents on contamination to improve quality, in particular following rejected collections due to contamination etc. 5. Undertake <i>doorstep</i> public engagement work to communicate the waste and recycling service and how to participate correctly with the aim to reduce contamination, increase recycling and reduce residual waste. 6. Participate in community events and roadshows to promote the recycling service and provide advice on waste and recycling issues to residents. 7. Visit schools to personally emphasise the need to recycle, giving practical advice and encouraging children to recycle at every opportunity and communicate the message in their households. 8. Maintain a process for monitoring the impact of the engagement work. 9. Work in partnership with the Education Support Officer at the Peterborough Energy Recovery Facility to support visits to the facility and provide support on recycling during educational visits. 10. As part of the Waste and Recycling Team to provide support to colleagues in other areas when workloads demand and within the scope of the post holder.
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Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 7/2/23

COMPLETED BY: Amy Nebel