

Sustaining Dunbar
Zero Waste Dunbar Education and Community Project Officer &
Zero Waste Dunbar Business and Community Project Officer
Job Description

Introduction and Background

In August 2014 Sustaining Dunbar was successful in being awarded grant funding by Zero Waste Scotland to be Scotland's first Zero Waste Town. We are now recruiting for two experienced Project Officers, specialising in Education and Business Support, to deliver a range of projects through the Zero Waste Dunbar programme.

Sustaining Dunbar

Sustaining Dunbar is a Community Development Trust and part of the global 'Transition Network'. It is a charitable company limited by guarantee, registered in Scotland No. 351910, Scottish Charity No. SC040106.

Since its inception in 2008, Sustaining Dunbar has successfully delivered a range of projects, mostly funded by the Scottish Government's Climate Challenge Fund, to influence behaviour so as to reduce carbon emissions. It has developed close working partnerships, including with a range of local authority departments, and has spawned a number of enterprises and projects that now function independently. For more information see www.sustainingdunbar.org.

Zero Waste Dunbar

Zero Waste Dunbar is the programme which delivers the Zero Waste Town programme in the Dunbar and District area. This is a pilot project that will introduce a range of community-led initiatives seeking to transform attitudes to waste in the town. Zero Waste Dunbar aims to work closely with Zero Waste Scotland, East Lothian Council, local groups, businesses and residents to deliver a range of initiatives to reduce the waste created and maximise the benefits of reuse and recycling in the district. The project is working to do this via four project areas, community engagement, business engagement, education work and communications.

The project is still in its early stages and the successful candidate will be able to build upon previous work to drive the programme forward at this exciting time. See www.zerowastedunbar.org for more information.

The Roles

Reporting to the Zero Waste Dunbar Project Manager, the successful candidates will have experience of working in the sustainability or resource efficiency sector with a focus on sustainable waste management.

The candidates will be required to lead sub-projects within the Zero Waste Dunbar programme with the support and direction of the Project Manager.

Two roles are available **Education and Community Project Officer** and **Business and Community Project Officer**. Both project officers will also work on community engagement and communications activities as well as having respective roles in education work and business support.

The Project Officer's prime responsibilities will be to build productive relationships with stakeholders and ensure the successful development, delivery and evaluation of sub-projects within their area to support the aims for the Zero Waste Dunbar programme within budget.

More specifically both roles will entail:

- Working closely with Zero Waste Dunbar Project Manager to produce project plans, and agreeing timescales and resources required.
- Working with the other Project Officer to deliver a robust community engagement programme and build and support a team of community engagement volunteers.
- Organising and taking part in regular community events throughout the year.
- Developing and delivering a range of communications campaigns including social media, website and press releases.
- Ensuring that a range of projects are progressing on time, on budget and to agreed quality standards.
- Inputting to regular reports to stakeholders in particular the project board and project sponsor.
- Being a "champion" for the projects.
- Working closely with a range of stakeholders.

With individual role responsibilities including:

Education and Community Project Officer

- Build upon existing relationships with local schools and youth groups.
- Develop and deliver a programme of educational work to support the aims of the Zero Waste Dunbar programme across infrastructure and engagement within local schools.

Business and Community Support Project Officer

- Develop and build upon relationship with local businesses.
- Lead on engagement with local SME.s
- Develop and deliver programme of resource efficiency support for local SMEs with a focus on Zero Waste.

The roles will both require some evening and weekend working for which time off in lieu will be granted.

We anticipate that the project will last until March 2017 and the roles will both be offered as an annually renewable contract at a salary in the region of £21,000 - £26,000 pro rata depending on experience.

Both roles are offered on a flexible working basis for the correct candidates. Please indicate in your covering letter your preference for a full or part time position.

Skills, Interests and Qualities

Previous experience developing and delivering engagement projects in the area of resource efficiency or sustainability is essential and the candidates must be able to work with minimal supervision.

Given the nature of this role, candidates should be able to demonstrate some subject matter expertise in the area of resource efficiency or sustainability. Experience of similar projects is particularly desirable.

In addition the candidates for both roles will demonstrate:

- Excellent organisational, planning and time management skills.
- The ability to work well with a complex group of stakeholders.
- Excellent communication and negotiation skills.
- Experience of managing budgets.
- Good IT skills.
- Excellent communications skills and experience including social media, press and writing for the web.
- Experience of developing and delivering community engagement projects to encourage sustainable lifestyles.
- Experience of facilitating group discussions/workshops.

With candidates for individual roles able to demonstrate:

Education and Community Project Officer

- Experience of delivering sustainable education programmes within formal education establishments.
- Knowledge and understanding of the Curriculum for Excellence.

Business and Community Project Officer

- Experience of delivering resource efficiency projects and initiatives within SMEs.
- Knowledge and understanding of waste, energy and water regulations and issues for businesses in Scotland.

Application Closing Date

Candidates should apply by emailing a current CV and covering note to zerowaste@sustainingdunbar.org by 5pm on Friday **24th April** with subject 'ZWT Project Officer Education and Community' or 'ZWD Project Officer Business and Community' as appropriate.

Any questions regarding these roles can be directed to: **Sustaining Dunbar**
zerowaste@sustainingdunbar.org / 01368 866920 / Station Yard, Station Road, Dunbar, EH421JX