



**Zero Waste Coordinator
(part-time, job share)
Until 31 March 2012**

HOW TO APPLY

Please send a CV and letter of application outlining why you wish to undertake the post and your relevant qualifications, skills and experience.

Deadline for applications:

Tuesday 16th August at 5pm

Email to helen@centreforstewardship.org.uk
with subject heading Zero Waste Coordinator marking envelope
Confidential – Zero Waste Coordinator

or send by post to
Helen Lawrenson
Centre Director
Falkland Centre for Stewardship
The Stables
Falkland Estate
Falkland, Fife, KY15 7AF

If you have any questions about the post please contact:
To: 29th July: Helen Lawrenson, 01337 858838 or
helen@centreforstewardship.org.uk.

From: 1st August to 5th August: Kirsty Martin, 01337 858544,
kirsty@centreforstewardship.org.uk

From 8th August to 16th August: Helen Lawrenson – details as above.

Interviews Tuesday 23rd August 2011

**Zero Waste Coordinator
(part-time, job share)
Until 31 March 2012
JOB DESCRIPTION**

Falkland Centre for Stewardship has been awarded funding by Zero Waste Scotland to deliver a Zero Waste Project across Fife until 31 March 2011. The Zero Waste Volunteer Programme seeks to reduce waste and to prevent waste. Here in Fife we are working with four main strands: Love Food, Hate Waste, home composting, stop the drop and recycle now. Our project involves recruiting volunteers, training them up and passing the messages on to Fifers.

In addition, Falkland Centre for Stewardship has become the training centre for the Zero Waste Volunteer Programme to learn more about the Love Food, Hate Waste campaign. Working with chefs, we will be providing hands on cooking demonstrations and workshops to Zero Waste Coordinators and their volunteers throughout Scotland. This is currently in its pilot phase and it will be a key task of this post to develop training material and facilitate this project.

Key tasks:

- Responsible for a creative, ambitious, dynamic, Fife wide recruitment drive for volunteers, creating a buzz and excitement around the Zero Waste messages and demonstrating clear ways to volunteer.
- PR, publicity and advertising
- Website maintenance and development
- Database development and upkeep
- Newsletters to volunteers and supporters
- Identifying events and other opportunities for volunteers to attend
- Attending events where appropriate
- Facebook, twitter and other social media
- Ensuring photographic and other recording of events and activities for future promotional use by both Falkland Centre for Stewardship and Zero Waste Scotland.
- Developing additional resources for use
- Identifying suitable games and activities for volunteers to use at events
- Populating the Volunteer base at Falkland Centre for Stewardship with appropriate resources.
- Attending any training coordinator events deemed appropriate by Zero Waste Scotland.
- Training volunteers interested in the above activities eg facebook, twitter.
- Project management of the Love Food, Hate Waste training centre including liaison with chefs, developing and refining training materials, organising the venue, ensuring compliance with health and safety regulations.

Zero Waste Coordinator PERSON SPECIFICATION

Necessary

Excellent written and verbal communication skills

Experience of website management

Computer skills in Microsoft Word/Excel

Social networking experience

Creative ability attract media attention

Experience of organising events

Willingness to work occasional weekends or evenings.

Ability to work as part of a team

An advantage

Experience of writing press releases

Knowledge of Dreamweaver and InDesign

Experience of MACs.

Working with volunteers

Experience of writing training materials

Experience of delivering training events

Full clean driver's licence

Knowledge of Zero Waste messages

Remuneration:

This position is offered at a rate of £16 per hour. There are 488 hours within the contract. 160 of these hours are to be worked during Sept-Dec (or Oct-Dec depending on start date) for project management of the Love Food, Hate Waste training centre. The remaining 328 hours are to be worked evenly from start date to 31 March. The total award is therefore £7808. This is a salaried position and the Zero Waste Coordinator will receive 10, (7 hour) paid days holidays (this includes public holidays). Salaries will be paid at the end of each month, in arrears by BACS subject to the production of satisfactory timesheets.

About Falkland Centre for Stewardship

Falkland Centre for Stewardship is based at the Stables on Falkland Estate. As a small charity we look after the listed landscape of Falkland Estate. We carry out a range of activities round our key themes of wood, food and craft. Visit our website for more info: www.centreforstewardship.org.uk