

	<h2>Job Description</h2>	Ref no: WFSMJDT
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		Location: Company Drive (Z)

Job Title:	Marketing and Development Officer (12 month Sabbatical Cover)
Responsible to:	Chief Executive
Responsible for:	Marketing and developing recycling, reuse and education initiatives for the company
Location/departments:	Newport
Job purpose:	Increase the percentage of waste recycled and reused in Newport
Salary:	£27,270
Closing Date:	Friday 8th September 2017 12 noon
Interview Date:	Monday 18 th September 2017
Contract:	One year fixed term contract 2 nd October 2017 until 12 th October 2018

Wastesavers is a third sector waste management group that offers a range of recycling, reuse, education and training services in SE Wales, based around waste management and recycling. We are an environmental organisation whose aims are to reduce the amount of material going to landfill and to reduce poverty through the provision of second hand furniture. We are looking for an enthusiastic individual to join our team to cover a 12 month sabbatical. This person will be supporting the services currently in operation and will work with current staff to develop new recycling, reuse and education initiatives and to communicate and market these to the relevant target audience. The right candidate will be educated to a good standard, be an excellent written and verbal communicator, and be able to 'think outside the box' when it comes to developing marketing concepts. Most importantly they will be dedicated to improving our local environment and helping the city improve its recycling rate of 52% to 70% by 2025.

Job Role:

- Attend local events and meetings to represent the company and its services

- Attend local schools to help promote recycling in the classroom
- Monitor and evaluate the services offered by the company and work with department heads to increase their reach.
- To implement the Marketing Communications Plan for the group, working closely with Department Managers and the CEO to do this.
- To liaise with the Local Authority's PR department on all communication related to our recycling contract.
- To monitor, develop and update our website
- To develop and maintain social networking sites for the group, working closely with each department
- To launch our new Reuse Centre

Flats recycling and Development

- To deal with complaints from residents
- To liaise with the driver about schedules or collection issues
- To assess sites and roll out new recycling facilities
- To liaise with builders and planners before sites are built to ensure adequate facilities for recycling
- To help develop our recycling, reuse, education and training services – supporting the Chief Executive
- To report regularly to the Chief Executive
- To carry out any other reasonable management requests

Other:

This position will require travel throughout South East Wales, and will involve some evening and weekend working. A clean driving licence and access to a car is therefore essential.

Person Specification

Skills and Experience

Educated to degree level or above	Essential
Excellent verbal and written communication skills	Essential
Excellent organisation skills	Essential
Good level of computer literacy and familiarity Microsoft packages including Word, Excel and Powerpoint	Essential
Excellent interpersonal skills	Essential
Experience of website design and maintenance	Desirable
Experience of PR and Marketing including producing press releases and liaising with local media	Essential
Experience of working as part of a team	Essential
Full clean driving license and access to a vehicle	Essential

Knowledge and Understanding

Understanding and interest in environmental issues particularly waste management and recycling	Essential
Understanding of the Third Sector and its difference from the public and private sectors	Desirable

Behaviours

Drive for company improvement and development	Essential
Innovative	Essential
Enthusiasm	Essential
Confidence in communicating, both written and verbal	Essential
Flexibility and adaptability	Essential
A willingness to learn and improve own performance and skills	Essential
Self motivation and the ability to work without supervision	Essential
An ability to work with, people from all backgrounds and in all circumstances in a polite and sensitive way, including people from ethnic and religious groups.	Essential