

# TEAM LEADER RECYCLING PROMOTER RECYCLE FOR GREATER MANCHESTER JOB DESCRIPTION



## Background

Recycle for Greater Manchester is working with Enventure Research to undertake a doorstepping campaign aimed encouraging residents to recycle as much as they possibly can, utilising the Councils' kerbside recycling services. The campaign will target households in Bolton, Manchester, Oldham, Rochdale, Tameside, Trafford, Stockport and Salford. The campaign will be delivered in phases, starting with Manchester and Stockport. The campaign aims to increase awareness, understanding and correct use of the waste and recycling services by engaging with residents and motivating them to recycle through direct interaction on their doorstep.

## Duties and responsibilities

Team Leaders will be required to organise work relating to the promotion of the Council's recycling services. The role will involve supervision of a recycling promotion team, as well as promoting the recycling services with the Recycling Promoters. Key responsibilities will include:

- Organising meeting points and planning daily work schedules
- Ensuring punctuality of team members
- Setting and meeting expected daily targets
- Updating the Project Manager on team progress on a regular basis (verbally and through completion of a weekly report)
- Undertaking regular performance checks of your team
- Talking to residents informing them about the recycling services available
- Encouraging residents to participate and utilise the recycling services
- Providing residents with relevant information and advice about the recycling services and promotional materials
- Helping residents overcome barriers to recycling and answering any questions
- Taking orders for recycling containers if required
- Distributing a roll of food waste caddy liners to households in some local authority areas
- Meeting daily/weekly targets
- Keeping accurate records, completing relevant paperwork, updating logs and the return of necessary paperwork and equipment to the Project Manager
- All other Recycling Promoter duties (see Recycling Promoter job description)

## Personal Specification

### *Essential*

- Ability and willingness to engage confidently with members of the public in a clear and assertive manner
- Excellent communication skills
- Ability to work well as part of a team to meet performance targets
- Keen interest in waste, recycling and environmental issues
- Good organisational skills and ability to work without direct supervision
- Ability to work outside in all weather in small teams
- Ability to work flexible hours including weekends
- Willingness and ability to travel throughout the Ballymoney borough area
- Experience of managing other people / small teams

### *Desirable*

- An environmental qualification or related experience
- Clean driving licence and access to a vehicle

## Further details

Duration	<b>Various durations</b>
Hours	30 - 35 hours per week (depending on campaign requirements), 11.30am – 7pm Tues to Friday, 10.30am – 6pm on Sat
Start Date	ASAP
Pay rate	£8.85 per hour (plus holiday pay and potential performance related bonuses)
Responsible to	Project Manager/Co-ordinator

To apply, please **complete an application form** and email to Katie Osborne at [katie@enventure.co.uk](mailto:katie@enventure.co.uk) or post to *Enventure Research, Thornhill Brigg Mills, Thornhill Beck Lane, Brighouse, West Yorkshire, HD6 4AH*

Application forms only – CVs are not accepted

Deadline for applications – ASAP

Tel: 01484 404797