

## **RECYCLING PROMOTERS ARMAGH CITY, BANBRIDGE & CRAIGAVON BOROUGH COUNCIL and LISBURN & CASTLEREAGH CITY COUNCIL**

### **JOB DESCRIPTION**

#### **Background**

Enventure is looking for a team of Recycling Promoters to work on two separate doorknocking campaigns on behalf of Armagh City, Banbridge and Craigavon Borough Council, and on behalf of Lisburn and Castlereagh City Council (please note different start dates and campaign length). Both campaigns will involve knocking on households to speak with residents on their doorstep about their recycling service in order to increase understanding of the recycling service and encourage those who do not recycle or recycle less frequently to recycle more and to reduce contamination.

#### **Duties and responsibilities**

Recycling Promoters will be required to speak to residents in order to increase awareness, understanding and participation in the recycling service. Key responsibilities will include:

- Following a conversational survey script with residents on their doorstep
- Knocking on all doors in the areas allocated to you
- Working in a team to ensure all of the targeted areas are covered during the project
- Talking to residents informing them about the recycling services available
- Encouraging residents to participate and utilise recycling services
- Providing residents with relevant information and advice about the recycling services and promotional materials such as leaflets
- Helping residents overcome barriers to recycling and answering any questions
- Keeping accurate records of the specific households visited each day and making re-visits
- Providing feedback to your Team Leader on a regular basis
- Work within health and safety rules and guidance
- Work within GDPR

#### **Personal Specification**

##### *Essential*

- Ability and willingness to engage confidently with members of the public in a clear, professional and assertive manner
- Availability to work the full four week campaign
- Excellent communication skills
- Ability to work well as part of a team to meet performance targets
- 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 a small team
- Ability to work flexible hours including weekends and evenings
- Willingness and ability to travel to and around Armagh, Banbridge and Craigavon or Lisburn and Castlereagh

##### *Desirable*

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

## Further details

Campaign detail	Armagh City, Banbridge & Craigavon Borough Council	Lisburn & Castlereagh City Council
DURATION	7 weeks	4 weeks
HOURS	Tues to Fri: 11:30am – 7:00pm Saturday: 10:30am – 4:30pm (33.5 hours per week)	Tues to Fri: 11:30am – 6:30pm Saturday: 10:30am – 4:00pm (31 hours per week)
START DATE	Mandatory training for all staff will take place w/c 21 <sup>st</sup> January 2019, with the campaign starting immediately after. Date TBC.	Mandatory training for all staff will take place Tuesday 5 <sup>th</sup> February 2019, with the campaign starting immediately after.
PAY RATE	£9.25 p/h Recycling Promoters £10.50 p/h Team Leaders  Plus Holiday Pay and potential performance based bonus, mileage for work purposes and hot drinks allowance.	£9.25 p/h Recycling Promoters £10.50 p/h Team Leaders  Plus Holiday Pay and potential performance based bonus, mileage for work purposes and hot drinks allowance.
RESPONSIBLE TO	Team Leader / Project Manager	Team Leader / Project Manager
DEADLINE	ASAP	ASAP

To apply for either (or both) of these roles, please download an application form from [www.enventure.co.uk/about/careers](http://www.enventure.co.uk/about/careers), or contact [katie@enventure.co.uk](mailto:katie@enventure.co.uk) to be sent an application form if you are unable to download this online.

Please note that CVs will not be accepted for these roles.

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