



Job Description Highland Community Waste Partnership (HCWP) – Project Officer

Highland Good Food Partnership (“HGFP”) is recruiting a Project Officer to deliver their part of the Highland Community Waste Partnership agreement.

Job title: Project Officer, Highland Community Waste Partnership

Term: Fixed term contract – 1st April 2022 to 31st March 2025 (3 years)

Hours per week: 14 hours per week. There will be some degree of flexibility required in hours worked, dependent on the needs of the post. Evening and weekend work will be occasionally required. Annual leave entitlement is 14 days plus 2 days at Christmas and 2 days at New Year.

Salary: £11,200

Work base: Working from home; some travel within the Highlands will be required.

Reports to: HGFP’s trustees.

Job Description

Project Background

The **Highland Community Waste Partnership (“HCWP”)** is a new programme funded by The National Lottery Community Fund and coordinated by environmental charity **Keep Scotland Beautiful**, in partnership with eight local implementing partners in the Highlands, including **HGFP**.

The project will build collaboration across implementing partners and beyond, aiming to reduce consumption and waste emissions across the Highlands and build a movement towards more sustainable consumption, consistent with a Net Zero future. It will operate across the following key outcomes:

Outcome 1: Increase public understanding of how unsustainable consumption choices and patterns contribute to climate change

Outcome 2: Increased use of pre-loved, repaired and shared goods.

Outcome 3: Reduced food waste and lower emissions related to residual food waste.

Outcome 4: Reduce single-used items and unnecessary packaging and improve recycling of residual.

The post

The project officer will be a committed and enthusiastic individual who will manage their own time and priorities with limited need for support from **HGFP**’s volunteer trustees who will have overall responsibility for the project. As a member of the **Delivery Group** for the Highland Community Waste Partnership, comprising representatives of the implementing partners, the post-holder will:

- Positively and actively participate in the Delivery Group, ensuring an effective interface between **HGFP** and the Partnership, collaborating, sharing learning and providing support to other members as needed.

- Ensure an effective contribution to the overall outcomes and activities of the programme, including a Highland-wide programme of workshops, events and communications, and the establishment of a Highland-wide online sustainable consumption community.
- Lead on the implementation of the particular actions and activities relevant to **HGFP**, including but not limited to the below.

Main Project Responsibilities

The Project Officer will take a lead in these activities and help other partner organisations to implement measures developed by him/ her.

- Working with businesses to reduce food waste. Running workshops in partnership with Highland Tourism, Zero Waste Scotland and Chambers of Commerce to help businesses reduce food waste and distribute near-date food.
- Exploring and reporting on the feasibility of community-scale composting, building on work already being done by HGFP, Zero Waste Scotland and The Highland Council.
- Increasing the availability and uptake of packaging-free retail opportunities in local shops.
- Increasing the availability and uptake of re-use options for “on the go” food and drink, including water refills, re-usable cups and lunch boxes.

Other general responsibilities in support of the project:

Other partnership organisations will lead on these activities, and the Project Officer will be responsible for spreading them to community groups beyond the partner organisations.

- Working with other partners to co-ordinate events such as climate conversations and cafes, film nights and discussions across the Highlands but with particular ownership for food-related events and communities not represented in the partnership.
- Working with other partners to engage young people through High Life Highland, the Highland Youth Parliament and other local youth networks to train and support local youth champions and involve them in food aspects of the project.
- Helping to build a vibrant online community to foster collaboration and exchange of information and ideas on climate and consumption.
- Supporting the partnership-wide communications strategy, using HGFP’s food-focussed audience to share top tips, inspiring stories of ordinary people making a difference and signposts to further information on relevant issues.

Person specification:

Qualifications
<i>Essential</i>
Educated to degree or HND level in a relevant discipline, or able to demonstrate an equivalent qualification.

Experience	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> ● Solid experience of effective collaborative working ● Experienced relationship builder and comfortable within senior levels of public and private sector environments ● Experience of co-ordinating/ delivering projects in waste and/or community development ● Experience of using all media channels and communication networks 	<ul style="list-style-type: none"> ● Experience of project management ● Experience of committee working ● Knowledge and experience of workings of the public, community and small business sectors ● Understanding/awareness of national issues relating to sustainable consumption ● Experience of communicating complex issues to diverse stakeholders

Skills	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> ● Excellent interpersonal skills and the ability to deal with diverse groups professionally ● Excellent organisational and time management skills ● Excellent communication skills, both verbal and written ● Excellent presentation skills 	<ul style="list-style-type: none"> ● Confident in using standard Microsoft IT packages such as Word, Excel and Powerpoint ● Confident in using virtual meeting and event platforms. ● Confident in using online collaboration tools.



Additional information

HGFP will be your employer as one of the eight delivery partners. Keep Scotland Beautiful is the programme lead, reporting to the National Lottery Community Fund on progress.

HGFP was formed in 2021 to support businesses, public sector bodies, community groups and individuals who want to see a better food system in the Highlands – better for the environment, better for those working in the sector and better for the population as a whole. HGFP acts as the Regional Food Group for the Highlands and is a Sustainable Food Places member. HGFP is a Scottish Charitable Incorporated Organisation, SC051354.

Closing date 18th February 2022

First interviews will be held by Zoom on 25th February, during which candidates will be asked to give a 10 minute presentation. Second interviews will be held on 4th March.

To apply send CV and cover letter to: hello@highlandgoodfood.scot

A valid UK drivers license is desirable.

Note that we will be recruiting together with Transition Black Isle, another partner in the Highland Community Waste Partnership. Transition Black Isle are looking for a full-time Project Officer on similar terms to ours, and will also consider applicants wishing to job-share. Their post is advertised on the Transition Black Isle website, www.transitionblackisle.org. If you wish to be considered for both the HGFP and Transition Black Isle post, please make this clear in your application.