



Transition Black Isle

Job Description

Project Officer – Highland Community Waste Partnership (HCWP)

Transition Black Isle is recruiting a Project Officer to deliver their part of the Highland Community Waste Partnership agreement for the Black Isle and surrounding area.

Job title: Project Officer, Highland Community Waste Partnership

Term: Fixed term contract – 1st April 2022 to 31st March 2025 (3 years) Salary: £28,000

Hours per week: 35 hours per week. There will be some degree of flexibility required in hours worked, depending on the needs of the post. Evening and weekend work will be occasionally required. Annual leave entitlement is 25 days + 10 days public holidays. Additionally, we are open to applications from candidates wishing to job share.

Work base: Working from home with access to a vehicle for some travel locally for events and occasionally within the Highlands. The Project Officer will be expected to use their own computer, phone and office equipment.

Reports to: Transition Black Isle's HCWP Manager

Closing date for applications: 18th February 2022

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 **Transition Black Isle**.

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.





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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 **Transition Black Isle**'s volunteers 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 **Transition Black Isle** 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 **Transition Black Isle**, 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 Transition Black Isle.

- Creating engaging events (online and face-to-face) to demonstrate attractive and achievable ways to reduce food waste. Drawing on best practice and materials developed by Zero Waste Scotland and MOO Food to provide sessions on menu planning, portion sizes, cooking with leftovers, storing food and managing your fridge and larder.
- Supporting the partnership-wide communications strategy, using local channels to share ideas, tips, challenges and stories online and through local media, including asking Highland families to take the 'kitchen waste challenge', supporting them and sharing their stories.
- Working with other partners to pilot use of re-usable containers in take-aways and community-run 'meals on wheels' services.
- Partnering with Circular Communities Scotland to promote the work of their re-use, repair and recycling members in Highland, including creating new drop-off points and making it easier for people donating household goods and the charities collecting them.



Other general responsibilities in support of the project

Other partnership organisations will lead on these activities, and the Project Officer will be responsible for adapting their resources and implementing them on the Black Isle.

- 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 events in the Black Isle area as well as online.
- 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 all aspects of our project.
- Helping to build a vibrant online community to foster collaboration and exchange of information and ideas on climate and consumption, sharing networks, car sharing as well as contributing to the creation and promotion of a Highland-wide repair directory.
- Supporting the partnership-wide communications strategy, using local channels to share top tips, inspiring stories of ordinary people making a difference and signposts to further information on issues such as home and community energy, active travel, climate adaptation and low carbon food.

Person specification

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

Experience	
<i>Essential</i>	<i>Desirable</i>
<ol style="list-style-type: none"> 1. Solid experience of effective collaborative working 2. Experienced relationship builder and comfortable within senior levels of public and private sector environments 	<ol style="list-style-type: none"> 1. Experience of project management 2. Experience of committee working 3. Knowledge and experience of workings of the public, community and small business sectors 4. Understanding/awareness of national issues relating to sustainable consumption



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<p>3. Experience of co-ordinating/ delivering projects in waste and/or community development</p> <p>4. Experience of using all media channels and communication networks</p>	<p>5. Experience of communicating complex issues to diverse stakeholders</p>
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Skills	
<i>Essential</i>	<i>Desirable</i>
<p>1. Excellent interpersonal skills and the ability to deal with diverse groups professionally</p> <p>2. Excellent organisational and time management skills</p> <p>3. Excellent communication skills, both verbal and written</p> <p>4. Excellent presentation skills</p>	<p>1. Confident in using standard Microsoft IT packages such as Word, Excel and Powerpoint</p> <p>2. Confident in using virtual meeting and event platforms.</p> <p>3. Confident in using online collaboration tools.</p>

Additional information

The post is funded by the Transition Black Isle portion of National Lottery Community Fund for the Highland Community Waste Partnership. Transition Black Isle will be your employer as one of the eight delivery partners. Keep Scotland Beautiful is the programme lead, reporting the National Lottery Community Fund on progress.

Transition Black Isle (*Charity Registration No. SC042309*) was formed in 2009 as part of the worldwide Transition movement. Transition Black Isle is about helping Black Isle communities thrive in the face of Climate Change. We run community markets, we support local food and drink producers, we help people grow more food, we encourage non-car travel, support energy saving and promote reduction of single use plastics - and much more.

Closing date for applications: 18th February 2022

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

To apply send CV and covering letter to: info@transitionblackisle.org or by post to: Transition Black Isle, Stoneybank, Culbokie, Dingwall IV7 8JH.





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Please state whether you are applying for the full-time role or a job share arrangement at the time of application. If you are applying for a job share, please state how many days a week you are interested in.

Please note - we will be recruiting together with Highland Good Food Partnership, another partner in the Highland Community Waste Partnership. Highland Good Food Partnership are recruiting a part-time Project Officer on similar terms to this post; their post is advertised on the Highland Good Food Partnership website, www.highlandgoodfood.scot. If you wish to be considered for both this and the Highland Good Food Partnership post, please make this clear in your application.