



**Transition Black Isle**  
is recruiting...



## Job Description

### Temporary Project Officer – Highland Community Waste Partnership (HCWP)

**Transition Black Isle (TBI)** is recruiting a Temporary Project Officer to carry out the responsibilities of our Project Officer during a period of sick leave, and to support her return to work in due course. The job function is to deliver TBI's part of the Highland Community Waste Partnership agreement for the Black Isle and surrounding area.

**Job title:** Temporary Project Officer, Highland Community Waste Partnership

**Term:** Fixed term contract – 6 months. Salary: pro rata, based on £28,000 FTE.

**Hours per week:** 28 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 pro rata, based on 25 days + 10 days public holidays FTE.

**Work base:** Working from home with access to a vehicle for some travel locally for events and occasionally within the Highlands. The Temporary 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:** 9am 15th December 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 is a 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 operates 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 Temporary 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 Team** for the Highland Community Waste Partnership, comprising representatives of the implementing partners, the post-holder will:

- Positively and actively participate in the Delivery Team, 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.

## Key Project Responsibilities

The Temporary Project Officer for Transition Black Isle will take a lead in progressing the following activities:

- Co-ordinating 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, Love Food Hate Waste 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.



## General responsibilities in support of the project

Whilst Transition Black Isle's Temporary Project Officer will be leading on the activities above, there are many other activities led by other partners or with shared responsibility across the partnership. The Temporary Project Officer will be responsible for adapting the relevant resources and implementing them on the Black Isle in support of the four programme outcomes. Here is an overview of the programme activities in relation to the outcomes.

Outcome	Activity overview
<b>Outcome 1: Increased public understanding of how unsustainable consumption choices and patterns contribute to climate change</b>	Co-ordination of climate conversations, film nights, events. Local delivery of the partnership-wide communications strategy, sharing ideas, tips, challenges and stories online and through local media for all four outcomes, supported by other partners and Keep Scotland Beautiful.
<b>Outcome 2: Increased use of pre-loved, repaired and shared goods.</b>	Promotion of local swishing, swapping and second-hand networks and events. Co-ordination of mending and repair workshops and events. Exploring and supporting expansion of local sharing networks.
<b>Outcome 3: Reduced food waste and lower emissions related to residual food waste.</b>	Co-ordination and promotion of workshops for reducing food waste and home composting. Work with other partners to develop and promote Highland wide 'food waste challenge'. Explore and support potential for local community composting pilots. Support other partners promoting food waste reduction for businesses locally.
<b>Outcome 4: Reduce single-used items and unnecessary packaging and improve recycling of residual.</b>	Work with other partners to communicate opportunities for re-usable cup schemes in hospitality. Find local pilots for re-usable takeaway containers. Promotion of packaging free retail and refillable to public. Work with Circular Communities Scotland to expand uptake of local circular economy activities.

## Working with the Project Officer

It is unclear when the Project Officer will be able to return to work, it is most likely that her return will be phased, in which case the two Project Officers will need to work together to ensure a smooth and gradual hand-over and to make best use of each others' available time.



## Person specification

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

<b>Experience</b>	
<i>Essential</i>	<i>Desirable</i>
<ol style="list-style-type: none"> <li>1. Solid experience of effective collaborative working</li> <li>2. Experienced relationship builder and comfortable within senior levels of public and private sector environments</li> <li>3. Experience of co-ordinating/ delivering projects in waste and/or community development</li> <li>4. Experience of using all media channels and communication networks</li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Experience of project management</i></li> <li>2. <i>Experience of committee working</i></li> <li>3. <i>Knowledge and experience of workings of the public, community and small business sectors</i></li> <li>4. <i>Understanding/awareness of national issues relating to sustainable consumption</i></li> <li>5. <i>Experience of communicating complex issues to diverse stakeholders</i></li> </ol>

<b>Skills</b>	
<i>Essential</i>	<i>Desirable</i>
<ol style="list-style-type: none"> <li>1. Excellent interpersonal skills and the ability to deal with diverse groups professionally</li> <li>2. Excellent organisational and time management skills</li> <li>3. Excellent communication skills, both verbal and written</li> <li>4. Excellent presentation skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Confident in using standard Microsoft IT packages such as Word, Excel and Powerpoint</li> <li>2. Confident in using virtual meeting and event platforms.</li> <li>3. Confident in using online collaboration tools.</li> </ol>



## Additional information

The post is funded by the Transition Black Isle portion of the National Lottery Community Fund grant 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 to 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:** 9am 15th December 2022

Interviews will be held via Zoom on 19<sup>th</sup> December during which candidates will be asked to give a 10 minute presentation, successful applicants will be contacted on 16th December with the topic.

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