



Locking-in Southside energy demand reduction

Waste officer (maternity cover) – part time (22 hours per week)

Job description

- Project aims:** To provide advice, education and practical support towards energy reduction, whilst expanding into policy-focused work with a longer term, strategic impact on the energy future of our project area (Govanhill, Crosshill, Queen's Park, Strathbungo, Pollokshields East and Mount Florida).
- The project will also build on our energy services by piloting a tool library and increase residents' understanding of climate change, helping them develop carbon literacy and understand the sources of emissions.
- Reporting to:** General manager and ultimately to the South Seeds Board of Trustees
- Responsible for:** Maintaining the Southside Tool Library for at least 12 weeks to cover maternity leave and ensuring the library fits in with South Seeds other services, in particular energy demand reduction.
- Main relationships:** Residents, local businesses, local third sector organisations, Glasgow City Council and the Community Resources Network Scotland.
- Funded by:** Scottish Government's Climate Challenge Fund

Scope of the job

- Report to general manager
- Maintain Southside Tool Library
- Engage the community in the library
- Measure, evaluate and report on the activity of the library

Duties and key responsibilities

- Maintain the paper and electronic systems involved in running the tool library
- Run tool library pop-up events when needed
- Process tool donations as and when they come in
- Maintain relationships with organisations which host the tool library
- Provide tool advice to borrowers and help them borrow the tools they need
- Ensure the tools are in working order and maintaining the tool storage system
- Produce promotional material to market the tool library where necessary
- Ensure the activities of the tool library are within budget

Personal training and development

- Undertake appropriate training where necessary

Person specification		
	Essential Requirements	Desirable Requirements
Professional / Educational Qualifications	<ul style="list-style-type: none"> • Maths and English to standard or GCSE grade 	
Relevant work /other experience	<ul style="list-style-type: none"> • Experience in working with the public 	<ul style="list-style-type: none"> • Experience of retail • Experience of effective marketing • Experience in organising and managing events, meetings or pop up opportunities • Experience of managing sessional workers
Particular Skills/Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with members of the public • Excellent interpersonal skills to enable effective working in a diverse community • Ability to negotiate with individuals, organisations and local government officials to secure objectives • Ability to work with minimum supervision, to prioritise effectively and to meet tight deadlines • Ability to use all components of the Microsoft Office package 	<ul style="list-style-type: none"> • An understanding of the principles of carbon reduction through waste reduction • Understanding of the waste hierarchy • Understanding of waste collection systems • Promotional and media skills
Personal Qualities	<ul style="list-style-type: none"> • Ability to foster "a can do" culture by actively seeking solutions to problems • Flexibility, enthusiasm and the ability to work as part of a small team • Ability to form productive working relationships with a wide variety of people from different organisations • Excellent verbal and written skills 	<ul style="list-style-type: none"> • Self motivation • Innovative skills • Charisma and dynamic personality • Ability to motivate others
Any additional job related requirements	<ul style="list-style-type: none"> • Personal commitment to the principles of sustainable development • Willingness to undertake occasional evening and weekend work • Willingness to undertake an Enhanced Disclosure check or join the PVG scheme 	<ul style="list-style-type: none"> • Familiarity with the local area

This post is maternity cover for at least 3 months (12 weeks) starting from 19 November 2018. There will be a 'soft start' to the role during the first week to allow for the current waste officer to hand over. The amount of time required for this will be discussed at interview.

Full time hours are 37 per week. Your salary will be £25,000 per annum pro rata. You will work 22 hours a week over at least three days. South Seeds offer an employer's contribution to a personal pension scheme, of 5% of annual salary. You will be entitled to 34 days holiday per year (pro rata), this includes bank holidays. South Seeds encourages flexible working, and in return expects an ability to work occasional evening and weekend hours.

Your place of work will be the South Seeds office, on Victoria Road (Glasgow). South Seeds preference is that work is completed at a fixed time each week by agreement in advance.

Although this post is for temporary cover in this instance, for the right person there may be an opportunity for further work with South Seeds beyond this contract, subject to funding.

How to apply

Please complete the South Seeds application form available on our website and send it to jo@southseeds.org by noon on Tuesday 30 October 2018. We prefer to receive applications in an electronic format, so we can be assured you know how to use email effectively and the applications can be scored by the interview panel electronically. Please note that the interview panel will only shortlist applications on the information contained within the application form. Interviews are planned for the afternoon of Friday 2 November 2018, and we will endeavour to inform those selected for interview by 6pm on Wednesday 31 October.

If you would like to speak to someone about this post, please call the South Seeds' general manager, Lucy Gillie, on 07790 119021 (available anytime, including evenings and weekends).

**South Seeds, 514 Victoria Road, Glasgow, G42 8BG.
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