**Position**: Circular Economy Coordinator

**Project**: Greening Gorebridge

**Location**: Gorebridge

**Salary**: £22,500 pro rata (0.6fte) + pension contribution

**Term**: Fixed Term 2 years (6 months probationary period)

**Closing** **Date**: Friday 30th March (interviews to be held 7th April 2018)

*This post is subject to funding through the Scottish Government’s Climate Challenge Fund.*

**A little background**

Gorebridge Community Development Trust is a member of the Community Development Trust Scotland and strives to empower the community of Gorebridge through the development of community wide projects that improve the health, wealth and wellbeing of all in the community. [www.gorebridge.org.uk](http://www.gorebridge.org.uk)

GCDT have already successfully delivered 2 years of the Greening Gorebridge project. The next 2 years will include the establishment of a new team to engage with the Gorebridge community including Food Sharing, Carbon Reduction and the Circular Economy.

The new team will be responsible for the reaching our outcomes for Greening Gorebridge including bringing volunteering opportunities to the people of the Gorebridge area. Reporting to the Development Trust Manager you will coordinate the delivery of all the Circular Economy activities and manage wide range of community engagement activities.

**Key Responsibilities of the Circular Economy Coordinate role are:**

* Responsible for the content, delivery and evaluation of the Greening Gorebridge circular economy courses, and for achieving the overall carbon-saving from the students engaged through this aspect of the project.
* Primary responsibility for monitoring and reporting on the achievement of carbon-saving targets, and in amending the workshops/courses and approach in order to achieve the overall carbon-saving targets for this aspect of the project.
* Assist the Trust Manager, as requested, to liaise with funders, and submit required reports.
* Consult with Trust Manager officer regarding resources, recruitment of additional sessional workers, volunteer management/support/training as necessary
* Organise workshops space ensuring Health and Safety is met.
* Design trial workshops/courses in collaboration/consultation with the local community and partner organisations and individuals.
* Deliver courses yourself and recruit appropriate sessional workers to run specific courses when necessary, as budget allows.
* Identify skills and established groups already existing in the community for potential collaboration.
* Implement administrative recording systems for data collection relating to the workshops/courses, and the monitoring and measuring of outcomes, in collaboration with the Trust Manager.
* Having evaluated the courses for their popularity and impact in contributing to the outcomes, reflect and modify as appropriate.
* Assist the Trust Manager, when necessary, in managing the funds from the Climate Challenge Fund allocated to this project.
* While the Circular Economy Officer is expected to take the lead on monitoring and reporting on the carbon outcomes of workshops/courses, the Trust Manager will ensure that this work is done to a high standard.
* From the beginning if the project all Greening Gorebridge colleagues should be developing ideas regarding the long-term sustainability of the Greening Gorebridge project.
* Responsible for publicity, event organising, social media, newsletter copy for the circular Economy aspect of the project. In addition, assisting members of the board and the Trust Manager with publicity, events, social media communications and funding applications relating to GG, as requested.
* Liaise with the Trust Manager regarding maintaining supplies of stationery and equipment within budget, in a cost-effective manner and within the principles of Greening Gorebridge project as far as possible.
* Documenting at least the courses you deliver yourself so that they can be replicated in the future and ensuring that all workshops/event that are delivered are well documented for submission into reports and for future legacy purposes.

**We would expect you to:**

* Recruiting volunteers for all workshops and events ensuring a meaningful experience for all.
* Encourage volunteers to take on roles within the project to ensure its continuation and sustainability. Managing the workshop space with volunteers.
* Facilitating enterprising workshops, supporting individuals to be innovative in designing products from waste materials e.g. fabric, wood etc that are locally sourced. Use the circular economy solutions that could be part of the Station House enterprises.
* Organise a yearly exhibit of ideas and creative products created from workshops together with a certificate of achievement
* Identify and source locally available ‘too good to waste’ materials – textiles, wood, clothing, paper etc.
* Develop and explore new partnership working opportunities with similar organisations and support additional funding applications. Promote and share project achievements.

**We would like you to:**

* Be able to plan own workload, activities and delegate effectively to volunteers to ensure success of the project.
* Prioritise and organise ongoing programmes of work effectively.
* Be a skilled craft person working with recycled materials with experience of teaching.
* Guide and coordinate both colleagues and volunteers working on project activities.
* Deal with complexity in project implementation / prioritise what needs to be done
* Engage volunteers through training and guidance by example.
* Use a variety of written, verbal and other approaches to deliver programmes
* Influence others, in order to gain acceptance and commitment to waste reduction
* Undertake risk assessments for all new activities and provide training as required
* Design and deliver activities to maximise service quality, efficiency and continuity
* Work with Board members on organisational decisions to agree resources / budget
* for each project activity.

**Part of your role will be building and maintaining excellent relationships including:**

● The Directors of GCDT,GCDT staff and members.

● Climate Challenge Fund/Keep Scotland Beautiful

● Midlothian Council

● Student societies and active groups at Edinburgh and the other city Universities

● Organisations with similar objectives- Orchard Centre, Gorebridge Cares, NHS

● External organisations involved in promoting low carbon community activities e.g.

Zero Waste Scotland.

**We need you to bring**

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|  | **Essential** | **Desirable** |
| Educated to HNC / HND, plus 2 years relevant work experience - or equivalent | **✓** |  |
| Experience in an environmental / social enterprise / not for profit organisation. |  | **✓** |
| Experience of planning, preparing and delivering workshops and events to small groups. |  | **✓** |
| Able to work on own initiative and organise own time / workload, a self-starter. | **✓** |  |
| Full proficiency with Microsoft Office e.g. Excel and familiar with Google Accounts | **✓** |  |
| Managing teams of volunteers - experienced in how to delegate to and empower them  | **✓** |  |
| Able to engage effectively with internal and external stakeholders to solve problems. Able to communicate effectively with internal / external stakeholders to share stories. | **✓** |  |
| Experience of promoting events promoting change and community engagement | **✓** |  |
| Strong communication and team-work skills for a fast-paced working environment  | **✓** |  |
| A good understanding of waste - and carbon - related environmental challenges |  | **✓** |
| Working knowledge of behaviour change and the Scottish Government ISM Toolkit |  | **✓** |
| Experience in co-operative non-hierarchical forms of organising |  | **✓** |
| Consensus-decision making, and tasks such as minute-taking and facilitation Experience with drafting grant applications and effective reporting to funders. |  | **✓** |
| Willingness to work evening and weekends to fit with the needs of the project. | **✓** |  |
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**Dimensions**

The post holder will work as part of the Gorebridge Community Development Trust team at 58 Main Street Gorebridge Midlothian EH23 4BY. Working within the community at different locations including the Gorebridge Beacon, Community Hub. The post is 3 days per weeks, with evening and weekend working.

**Job Context and any other relevant information**

The post is funded through the Keep Scotland Beautiful Climate Challenge Fund and the project must conform to the funder’s accounting and project reporting requirements

