# Recycling Officer Job Description

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| **Job Title:** | Sustainability Engagement Coordinator |
| **Location:** | Based at Offices: Borough Hall, Cauldwell Street, Bedford |
| **Employer:** | Change Agents UK Trading Ltd |
| **Client:** | Bedford Borough Council |
| **Number of Positions:** | 1 |
| **Salary (per annum pro rata):** | £27,711 |
| **Start Date:** | ASAP |
| **Contract:** | Fixed Term – 24 months |
| Potential for extension or longer-term contract, subject to funding and performance. | |

*Job Snapshot/Elevator Pitch: {CAUK to complete}*

This is a superb opportunity to help develop and deliver waste management projects to help Bedford Borough Council reach its target Recycling Rate. You will utilise your passion for waste management to engage with a variety of residents, landlords, managing agents, departments across the council, external stakeholders, businesses, schools and community groups.

The Opportunity:

This is a fantastic opportunity to engage with and address climate change in a tangible way. You will be working with the residents of the Borough to improve waste management practices in homes, increase participation in recycling, encourage composting and reuse. This will involve engaging with the local community on a range of challenges and opportunities and projects.

This role at Bedford Borough Council is ideal for a recent graduate or early careerist with a background and interest in environmental subjects and great communication skills.

The role will sit within the Waste and Resources service area and work with a team of Recycling Support Officers to cover the Borough led by the Team Leader for Recycling and Waste.

You will build on a variety of core skills including developing and sustaining effective working relationships, communication, negotiation and influencing behaviour change.

In addition to the role and it’s benefits you will be enrolled on to the Change Agents UK Sustainability Leadership Skills programme. You can benefit from networking with peers, 1:1 coaching to focus on your professional development and a series of workshops covering our three key areas of study; personal effectiveness and work skills, concepts and theories and ​engagement, influence and impact.

About the Role:

We need a dedicated and enthusiastic individual to help support the development and delivery of the Food Waste recycling scheme and other waste related projects for Bedford Borough Council. You will work collectively within the Waste Services Team and with other departments/ services to help the Council increase recycling rates and encourage reuse.

**Key responsibilities:**

1. Encourage the involvement of all sections of the community in recycling, composting and reuse schemes
2. To actively seek to increase public usage of Borough waste services via introduction of new schemes, a coordinated door stepping campaign and other promotional activities
3. To actively promote waste minimisation.
4. To monitor the performance of waste collection schemes across the Borough through street audits.
5. To ensure that clean, good quality materials arise from the Kerbside schemes and data is maintained for participation levels, tonnages and levels of service.
6. Provide recommendations and advice to Planning Team and developers in accordance with the Councils waste policies.
7. Organise events, newsletters and media communications and develop internal and external campaigns
8. Assist with day-to-day management of waste management queries, working with residents, schools, and others to problem solve and encourage more effective waste management.
9. Take a proactive approach to identifying issues and organising own workload
10. Build a strong relationship with colleagues and customers to influence policy and behaviours

Person Specification

Essential:

* Educated to a Higher level or Degree level in an environmental or related subject. Or experience working in a similar role.
* Experience of communicating with members of the general public, particularly relating to promoting ideas or concepts.
* Excellent analytical skills, able to evaluate data in excel, produce and present reports.
* Knowledgeable and enthusiasm for recycling and composting and an understanding of the waste services local authorities provide.
* Highly literate and fluent in English with excellent verbal and written communication skills.
* Highly effective interpersonal, negotiation and influencing skills to persuade others of the need to recycle, reuse and compost.
* Able to work independently, manage own workload and make decisions within defined policies/procedures.
* Proficient in IT, particularly all Microsoft Office applications including Excel
* Full UK Driving licence

Desirable:

* Problem solving abilities using logical, analytical and innovative thinking
* Able to demonstrate project management knowledge and skills.
* Previous experience in waste management field
* Have experience of delivering communications campaigns and/or managing an event, promoting using a variety of media (social media, flyers, leaflets)

# How to apply

If you wish to apply for this role, please submit a **CV and short Covering Letter** explaining your motivation for applying and briefly addressing the essential criteria for the role (up to 500 words) via the Change Agents UK [Careers Page](https://www.changeagents.org.uk/jobs). We also ask you to complete an optional [Equality, Diversity & Inclusion Monitoring form](https://forms.office.com/e/47J8J7EV19); this does not form any part of the selection process but is used to help us monitor the effectiveness of our policy.

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| **Application Deadline:** | **-** |
| **Telephone Interview:** | **-** |
| **Interview Date:** | **-** |
| **Anticipated Start Date:** | **-** |

You are welcome to get in touch with us with any questions before applying – please email us at [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks and the successful applicant may be required to undergo a DBS check.

Change Agents UK is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation. If you need additional support to enable you to complete the application process, please contact us.

Information on placement terms can be found at [www.changeagents.org.uk/information-employment-terms](http://www.changeagents.org.uk/information-employment-terms)

About the Company:

**Bedford Borough Council**

Bedford Borough is located within the East of England between Milton Keynes and Cambridge. It benefits from fast rail links with London and is well placed for access from both the M1 and A1. The local authority is a unitary council and currently has a population of 168,751 with over 80,000 households. The Borough itself is largely centred on the town of Bedford, which sits along both sides of the River Ouse, but it also encompasses a large rural area to the north of Bedford which boarders the County of Northampton.

More information about the Council including its structure, functions, plans and strategies can be found here: <https://www.bedford.gov.uk/council-and-democracy/about-the-council/>

Bedford Borough Council Values:

* Passion for Sustainability
* Good Communication
* Enthusiasm
* Integrity and Respect
* Commitment to delivering environmental projects to reduce the councils CO2

**Change Agents UK:**

Change Agents UK Trading Ltd works as a non-profit sustainability employment business and agency and is wholly owned by Change Agents UK Charity. Change Agents UK have worked in Sustainability education and employment for 25 years, supporting our partners to create superb opportunities in sustainability, delivering real impact and change and providing training and skills support for our Change Agents on placement.

Benefits:

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| **Annual Leave:** | **25 days pro rata + public holidays** |
| **Pension Information:** | **CAUK Policy** |
| **Company Schemes:** |  |

**Appendix 1: Change Agents UK Trading Ltd Opportunity Details**

Change Agents UK Trading Ltd is acting as an employment business as defined under the Employment Agencies Act 1973 and will employ the successful applicant under a contract of service for the duration of the placement. Should you have any queries or require any further information on this role or the services we provide please contact [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call 01572 723419.

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| Placement Details | |
| CAUK Reference Number | 2513 |
| Placement job title: | Recycling Engagement Officer |
| Start date of the placement: | ASAP |
| End date of the placement: | 24 months from start date |
| Actual hours of work per week:  ‘Full time equivalent’ hours per week: | 37  37 |
| Days and hours of work:  Please detail normal hours and any variables or expected rotas / shift patterns. | Monday – Friday, 37 hours per week with flexible start and finish times between 8am and 6pm. |
| Where applicable please provide details of any terms and conditions which would apply to the agency worker in relation to night work: | n/a |
| Probation period including any conditions: | 1 month |
| Notice period: | 1 month |
| Type of work: | Developing and delivering waste management projects. Communication with residents on effective waste management. |
| Location of work if different to Client’s address: | Based at Offices: Borough Hall, Cauldwell Street, Bedford or at any BBC satellite site |
| Rest breaks and rest periods given to employees: | Minimum 30 minute lunch break must be taken each day between 12-2pm |
| Client’s collective facilities available to the employee:  E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms | Canteen, welfare facilities |
| Any known health and safety risks and the steps the client has taken to reduce the risks: | Display Screen Assessments to be completed and workplace alterations to be made following assessment |
| Any experience training, qualifications or authorisation necessary or required by law or a professional body to do the role (if none, please state so): | None |
| Does the position involve working with vulnerable people\*: | No |
| Pay and Benefits | |
| Salary (payable to a direct recruit or comparable employee):  Please provide pay scales if available. | £27,711 |
| Sick leave and pay: | Change Agents UK Policy |
| Mileage rate: | n/a |
| Any other expenses payable: | n/a |
| Bonuses or commission payable (if applicable include any qualifying criteria): | n/a |
| Overtime rates payable (if applicable include any qualifying criteria): | n/a |
| Any other remuneration: | n/a |
| Any other benefits: | n/a |
| Annual Leave | |
| Annual Leave entitlement and pay: | 26 days pro rata plus 8 bank holidays |
| Closure Days (if applicable, please specify dates): | n/a |

**Appendix 2: Key Information Document**

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

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The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

**General Information**

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| **Your name:** | TBC | |
| **Name of employment business:** | Change Agents UK Trading Ltd | |
| **Your employer (if different from the employment business):** | n/a | |
| **Type of contract you will be engaged under:** | Contract of Service | |
| **Who will be responsible for paying you (if different from your employer:** | n/a | |
| **How often you will be paid:** | Monthly | |
| **Expected or minimum rate of pay:** | **£27,711** per annum pro rata  **37** hours per week | |
| Rate per hour = | **£ 14.04** | |
| **Deductions from your pay required by law:** | **PAYE Income Tax** 2025/26  **Employee’s National Insurance** at 12% on income over £12,570 per annum  **Employee’s Pension Contributions** – based on employee contributions of 5% of total earnings, adjusted for 20% tax relief, making the deduction from gross pay 4% in real terms.  **Student Loan** – based on Plan 2, earning over the 2023/24 threshold of £27,295 per annum and repaying 9% on earnings over that threshold | |
| **Any other deductions or costs from your pay (to include amounts or how they are calculated):** | None | |
| **Any fees for goods or services:** | None | |
| **Annual leave entitlement and pay:** | **Holidays:**  **Bank Holidays:**  **Total:** | **25** per annum pro rata  **8** per annum pro rata  **34** per annum pro rata |
| **Additional benefits:** | None | |

**EXAMPLE PAY**

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| --- | --- | --- | --- |
| **Example Gross rate of pay:** |  | **£2,251** | per month |
| **Deductions:** | **PAYE Income Tax** | **£ 241** | per month |
| **Employee’s National Insurance** | **£ 96** | Per month |
| **Employee’s Pension Contributions** | **£ 90** | per month |
| **Student Loan** | **£ 0** | per month |
| **Any other deductions or costs from your wage:** |  |  | None |
| **Any fees for goods or services:** |  |  | None |
| **Example net take home pay:** |  | **£1,824** | per month |