

JOB DESCRIPTION & PERSON SPECIFICATION



Project Officer, Highland Community Waste Partnership (Job Share)

Job title: HCWP Project Officer Job Share

Location: Broadford, Isle of Skye; The successful candidate will work from home, and a hot desk will be available at our Grower's Hub in Broadford, the nature of the job will also involve travelling all over Skye and Raasay for organised events

Salary: £30,000 per annum (pro-rata)

Contract type: Fixed, until March 31 2025

Hours: 16 hours per week but some weekend and evening working will be required

Holidays: 28 days per year, including public holidays (pro-rata)

Reporting to: The directors of Broadford and Strath Community Company

Start date: 1 July 2023

About Broadford and Strath Community Company (BSCC)

Broadford and Strath Community Company has a mission to create a strong, self-sufficient, inclusive and eco-friendly community. The environment is at the heart of all that we do. Since 2003 BSCC have developed an extensive range of community-based projects and currently have over 20 projects that they are involved with. These projects address many community priorities including the environment, climate change, food poverty, education, access, social isolation, sustainable transport, and tourism provision.

Project Background

The **Highland Community Waste Partnership (HCWP)** is a three-year 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 Broadford and Strath Community Company. The programme runs from April 2022 until March 2025.

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.

The post

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 Broadford and Strath Community Company 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 the Broadford and Strath Community Company and the wider Skye Community as stated below.

Broadford and Strath Community Company are recruiting a Project Officer to deliver their part of the Highland Community Waste Partnership. The role will cover the whole of Skye and will include:

Main Project Responsibilities:

- Establish an initiative with Skye businesses to re-use cardboard for growing, packaging and fuel
- Run a series of climate conversations and cafes
- Run a series of film nights and discussions on climate and consumption
- Organise a series of Repair and Upcycling Workshops
- Promote the Community Resources Network Scotland locally
- Organise regular swishing, swapping and zero-waste events
- Establish a pilot use of re-usable containers in Skye take-aways
- Establish a pilot deposit return scheme for festivals or large events

Support Project Responsibilities:

- Engage with young people to support them to take action on sustainability
- Engage with local media to show how local people can make a difference
- Support the sharing culture through networks
- Contribute to a Highland wide repair directory
- Support a pilot car sharing project
- Organise online and face to face events to demonstrate ways to reduce food waste
- Work with local businesses to reduce food waste
- Support an initiative to increase home composting
- Contribute to a project on the feasibility of community-scale composting
- Encourage Skye businesses to take up packaging free retail opportunities
- Support re-use options for 'on the go' food and drink including water refills
- Support the development of a Zero Waste Highland business charter
- Support the establishment of a single use cup collection and re-cycling scheme
- Support the re-cycling of significant rural industry plastics

General responsibilities:

- To promote the work of the **Highland Community Waste Partnership (HCWP)** when working in the local and wider community.
- To engage with members of the public in a positive and constructive way and ensure their needs are met.
- To provide excellent community support.
- To comply fully with the organisation ethos, policies and procedures and relevant legislation.
- Work with the wider team to ensure delivery of project objectives and project administration
- Write monthly reports and monitor and evaluate project data to deliver on project outcomes and targets.

- Work in partnership alongside other BSCC staff supporting and assisting when required.
- Regularly update BSCC social media & website with relevant content
- Support the overall organisational work of BSCC.
- To undertake other duties in line with the job purpose.

Selection Criteria

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> • Educated to HNC level or equivalent 	<ul style="list-style-type: none"> • HND and above • Educated in Sustainability, Waste, Management, Community Development or a related field.
Experience	<ul style="list-style-type: none"> • A minimum of 2 years working as part of a team or project work involving others • Leadership experience • Taking a plan from inception to delivery • Effective use of ICT and digital technologies • Development and implementation of marketing and advertising campaigns • Financial record-keeping, reporting and control 	<ul style="list-style-type: none"> • Presenting and chairing meetings
Knowledge and skills	<ul style="list-style-type: none"> • Exemplary people skills • Excellent verbal and written communication skills • Ability to work under own initiative and as a member of the team • Ability to use social media for communication • Demonstrable problem-solving skills 	<ul style="list-style-type: none"> • Knowledge of the island community • Understanding of sustainable consumption and waste
Personal qualities	<ul style="list-style-type: none"> • Demonstrate enthusiasm for reducing waste and a willingness and interest in learning new skills 	<ul style="list-style-type: none"> • Strong links with island wide community groups and a commitment to extensive community engagement

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