



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## JOB DESCRIPTION

<b>SECTION</b>	Data & Performance
<b>JOB TITLE</b>	<b>Education &amp; Campaigns Officer</b>
<b>GRADE</b>	Scale 6
<b>SALARY RANGE</b>	£24,799 to £ 26,317
<b>LOCATION</b>	Mann Island
<b>PRIMARY PURPOSE OF THE JOB</b>	<p>To lead on the development of initiatives which deliver waste education, through awareness and engagement activities which support the Authority's Corporate Plan</p> <p>To research, develop and deliver behavioural change campaigns which promote sustainable behaviours among residents and key stakeholders across the Liverpool City Region</p>
<b>DIRECTLY RESPONSIBLE TO</b>	Data & Performance Manager
<b>DIRECTLY RESPONSIBLE FOR</b>	N/A

### PRINCIPAL DUTIES

1. To assist in the coordination and effective delivery of the Authority's strategies for waste education through awareness and engagement.
2. To investigate and develop links within the community and actively pursue partnership schemes in order to make maximum effect of the Authority's resources in relation to Waste Education.
3. Co-ordinate with the Authority's Contractors, partners and third parties with regards to education and awareness and engagement visits to the Authority's waste management facilities.
4. To prepare and provide accurate advice and information to the public, commerce, schools and local groups, and respond to requests for assistance on waste education awareness and engagement initiatives.
5. To assist in the research and development of new projects and campaigns to increase, waste reuse and recycling

6. Communicating with residents on waste reuse and recycling issues, ensuring that the information provided is of the highest possible standard and conforms to the correct format and style.
7. Providing press and social media support, including the preparation of news releases
8. Assisting in the briefing to design agencies, printers and other third party suppliers to provide effective marketing materials, as well a copywriting.
9. Attending and organising community events.
10. Providing education sessions and presentations to community groups and other stakeholders.

## **OTHER DUTIES**

- 1. Undertaking any duties of a similar nature which may be assigned from time to time.**

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### General Statement

The above duties do not include or define all tasks that may be required by the postholder. The duties may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

### Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

### Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

### Risk Management

To support and contribute to the delivery of the Authority's Risk Management Strategy and to effectively manage those strategic and operational risks for which the manager has responsibility.

Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy

	Date	Name	Post Title
	10 <sup>th</sup> June, 2019	Paula Pocock	AD Business Services & Strategy