



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## JOB DESCRIPTION

<b>SECTION</b>	Strategy and Development
<b>JOB TITLE</b>	<b>Community Engagement and Reuse Officer (Maternity cover 10 months)</b>
<b>GRADE</b>	Band G SCP 33-34
<b>SALARY RANGE</b>	£44,075 to £45,091
<b>LOCATION</b>	Mann Island
<b>PRIMARY PURPOSE OF THE JOB</b>	<p>To work with community organisations and partners to deliver behavioural change projects.</p> <p>To engage with and develop a strong working relationship with LCR community organisations.</p> <p>To lead on the development of initiatives which deliver waste prevention, reuse and repair through awareness and engagement activities which support the Authority's Zero Waste Strategy.</p> <p>To ensure Community Fund applications are dealt with consistently and awards are within the Community Fund budget.</p>
<b>DIRECTLY RESPONSIBLE TO</b>	Strategy and Development Manager
<b>DIRECTLY RESPONSIBLE FOR</b>	N/A

### PRINCIPLE DUTIES

1. To co-ordinate the Zero Waste Community Fund (ZWCF), including
  - a. Promoting the Zero Waste Community fund across the Liverpool City Region.
  - b. responding appropriately to enquiries about the ZWCF.
  - c. Assess applications in line with the fund criteria and policies and make recommendations on awards to the Chief Executive and Authority Members.
  - d. Undertake the necessary administrative task associated with awarded funding.
  - e. Keeping detailed records and maintain database of the relevant project information.
  - f. Preparing the appropriate reports for SLT and Authority Members.

2. Develop and maintain broad oversight and practical knowledge base of community organisations, projects, and funding sources in the Liverpool City Region.
3. To take a lead in developing reuse within the Authority, leading on the reuse plan and delivery of the Reuse Focus in the MRWA Zero Waste Strategy.
4. To feed into the Future Waste Services project on developing reuse capacity, community engagement and Zero Waste Community Fund.
5. To lead on monitoring and reporting social value across the organisation and embedding social value into procurement.
6. To produce the community and reuse element of the Authority's Behavioural Change Programme.
7. To investigate and develop links within the community and actively pursue partnership schemes in order to make maximum effect of the Authority's Behaviour Change programme.
8. Support the development and delivery of zero waste messages and activities that bring about behaviour and lifestyle changes that have long term positive outcomes for our diverse community.
9. Accurately record all elements of community engagement on relevant case management systems/ agreed pro-forma in line with quality and organisational policies, procedures and practices.
10. To assist in the development of effective partnership working with the community, government, local authorities, contractors, and other appropriate bodies to ensure the promotion and delivery of the Authority's waste minimisation, reuse and recycling initiatives.
11. Develop a range of resources, collateral, and presentations to be delivered to community organisations and residents of the LCR to promote zero waste messaging.

## **OTHER DUTIES**

1. To maintain personal and professional development to meet the changing demands of the job, and participate in appropriate training activities.
  2. The above duties do not include or define all tasks that may be required by the postholder. The Post holder may be directed to work flexibly in other areas where responsibility levels are commensurate with the employees' grade of pay in order to ensure that resources are deployed effectively and where necessary across the Authority.
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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
Initiated	22 <sup>nd</sup> August 2015	John Connell	RRC Contracts Manager
Revised	12 <sup>th</sup> August 2015	Paula Pocock	Corporate Services Manger
Revised	22 <sup>nd</sup> May 2019	Paula Pocock	Assistant Director Business Services & Strategy
Revised	02 <sup>nd</sup> October 2025	Paula Pocock	Director Business Services & Strategy