



MERSEYSIDE RECYCLING & WASTE AUTHORITY

PERSON SPECIFICATION

JOB TITLE	Community Engagement and Reuse Officer (Maternity cover 10 months)	
LOCATION	Mann Island	
GRADE	Band G	
REPORTS TO	Strategy & Development Manager	
MAIN PURPOSE OF THE JOB		
<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>		
ESSENTIAL CRITERIA		DESIRABLE CRITERIA
A track record of successful delivery of projects to budget and timescale.		Experience of funding knowledge across a broad range of funding products, and from identification of need, development of offer through to awards and learning.
Experience in devising work programmes.		Experience of marketing and promotions.
Experience working in or with the third sector.		Experience in managing projects with multiple stakeholders.

Experience in supporting policy development, documentation and training.	Experience in writing Local Authority Reports.
Ability to proactively work with colleagues in other work areas to achieve outcomes.	
Proven ability to build effective working relationships and strategic partnerships both inside and outside the organisation.	
Proven ability to consistently make good decisions through a combination of analysis, experience and problem solving	
Good understanding of the Community Voluntary Sector in Liverpool City Region.	
QUALIFICATIONS AND TRAINING	
Educated to degree level (or educational equivalent) or proven relevant experience in a field relevant to the job.	Current membership or an eligibility of an appropriate Professional body
Full Driving Licence	
PRACTICAL SKILLS	
Ability to write clear and concise reports, letters and statements on behalf of the Authority	Experience of delivering training, workshops or similar.
Excellent information technology skills	Considerable experience of building successful partnerships, including securing external partner support.
Finance and budget management skills.	
Ability to analyse complex information and present that information in a clear manner	
Familiarity with project management/programme management	
Excellent organisational and interpersonal skills	
Excellent Presentation Skills	
PERSONAL QUALITIES & ATTRIBUTES	
To have a professional outlook and act professionally at all times	
High level of personal integrity and confidentiality	

Have a confident and personable approach	
To be a good team player with the ability to adapt quickly and to be able to work with the minimum supervision	
To have a flexible approach to service delivery implementation	
A willingness to develop as an individual and as a professional and to attend appropriate training courses as identified through the staff development scheme	
OTHER REQUIREMENTS	
Ability to organise own workload and prioritise effectively	
Ability to initiate, plan and organise team work efficiently and effectively against broader organisational goals and staff development needs	
Ability to meet tight deadlines in a busy working environment	

Last Updated: 23.09.2025