

JOB REF: BANES JBS08

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Job title: Waste and Recycling Survey Supervisor, Bath and North East Somerset

Salary: £8.00 per hour

Hours: approx 35 hours per week

Timings: Wed to Fri (11.15am to 7.00pm with half an hour unpaid break)
Sat and Sun (10.30am to 6.00pm with half an hour unpaid break)

Time frame: 3 weeks (31st January to 22nd February 2008)

Location: Bath and North East Somerset

Reporting to: Ben Harris, Project Manager

A great opportunity to gain valuable experience within waste management.

Background to the project:

Bath and North East Somerset Council is working in partnership with Business Eco Group to engage residents at their home. The project aims to find out how aware residents are of waste and recycling services in Bath and North East Somerset.

Principle Responsibilities:

The supervisor will be appointed by Business Eco Group to organise work relating to the survey of residents. The team will gain feedback from residents about the recycling scheme within Bath and North East Somerset. You will be responsible for the accurate collection of results by each of the survey team through face-to-face interviews with residents. This will include:

- **Providing your team with sufficient materials to conduct each days work**
- **Organising meeting places and work load for each days work**
- **Ensuring punctuality of team members**
- **Setting and meeting expected daily targets**
- **Updating Project Manager on campaign progress on regular basis**
- **Checking off and undertaking quality control measures on completed work**
- **Talking to residents about recycling and waste reduction**
- **Keeping accurate records of the households visited.**

Person Specification:

Essential:

- Demonstrate the ability to organise a team independently
- Excellent communication skills and experience of team leadership
- Clear and methodical organisational skills
- Able to work as part of a team and capable of working independently
- High levels of personal motivation and initiative
- A genuine commitment to waste reduction and recycling on a personal level as well as a desire to encourage others to use resources in a more sustainable way.
- A good knowledge of waste issues and recycling in Bath and North East Somerset
- Clean and current UK driving licence

Desirable:

- Access to a car
- Environment related degree/course.
- Ability to speak other languages

Paid training will be provided in campaigning and waste management.

To apply please send your CV to bh@eco.uk.com

Or call Ben Harris on 020 8915 0097 for more information. Closing date 21/01/2008