

Volunteer Role Description and Specification

Role title: Advanced Waste Prevention Advisor Volunteer

Location: As agreed

Main contact: WSCC Waste Prevention Team Member

Status: Volunteer

Main purpose of role: As an Advanced Waste Prevention Advisor Volunteer, you'll work with a wide range of people, demonstrating your commitment to recycling and reducing waste in order to help protect the environment.

Throughout the year you'll be given the opportunity to attend events and talks across the county. You'll help to encourage residents to think more widely about reducing, reusing and recycling waste, using your knowledge of WSCC's Waste Prevention Objectives (for which you'll receive full training).

Travel & expenses: Travel will be required, and travel costs and authorised out of pocket expenses will be reimbursed in line with the volunteer's expenses policy.

Main Responsibilities

Following approximately 18 hours of training, online and at their own pace, volunteers will support the Waste Prevention Team to raise awareness to West Sussex residents of reduction in waste and increasing recycling. The wide range of activities volunteers have the opportunity to be involved with includes:

- Speaking to local people about recycling, promoting local services and advising on reducing waste and increasing recycling – community talks/neighbours/friends/family/work colleagues.
- Providing support to the Waste Prevention Team at busier public events such as Town Days, Fairs, Fetes etc.
- Attending a minimum of 4 x 1 hour Waste Prevention Advisors bi-monthly meetings (held online) annually
- Providing practical help to local residents with reducing waste (for example, helping to set up resident's compost bins)
- The opportunity of setting up your own local initiatives to support reducing, repairing, reusing and recycling in your local community
- Research opportunities (i.e. government consultations)
- To support the monitoring and evaluating the effectiveness of activities and the wider volunteer scheme. To complete all administration required for the scheme in

accordance with the guidance e.g. diary sheets, travel expenses. To ensure data protection and confidentiality is maintained in line with GDPR guidance. To report any incidents, accidents or concerns directly to the relevant person. To encourage potential volunteers from local communities and events to actively promote these opportunities.

- To maintain knowledge base by undertaking training as required and attending a minimum of 4 x 1 hour WPA meetings.

Training Provided

Free comprehensive training will be provided via the Waste Prevention Advisors e-Learning course, which includes Health and Safety, and other relevant online courses, and 2 site visits to the Materials Recycling Facility (Ford MRF) and Mechanical Biological Treatment (MBT Horsham) plant

There is opportunity to further specialise e.g. Wastebuster Schools training and home composting training.

Time Commitment

- Volunteers are asked to commit to a minimum of the equivalent of two hours each month.
- Attend on-going and training relevant to the Waste Prevention Advisors volunteer role
- Attend a minimum of 4 x 1 hour Waste Prevention Advisors meetings (held online)
- Initial training is approximately 18 hours

Personal Attributes

Knowledge

- Knowledge of local community
- Demonstrate genuine commitment to the environment and waste prevention / reduction

Skills & Abilities

- Good organisational skills
- Effective communication skills
- Ability to work with a range of promotional materials
- IT literate (basic)
- Presentation skills (training provided)
- Ability to inspire people and establish credibility

- Able to maintain basic written records

Personal Qualities

- Be reliable and timely
- Ability to work in partnership with others
- Enthusiasm
- Good interpersonal skills
- Self-motivated

Equality & Diversity

- Must demonstrate understanding of, and commitment and enthusiasm to, the principles of equal opportunities

Other

- Willingness to travel within an agreed area although we always look to match volunteers to local opportunities
- Own Transport is of benefit but not a necessity – car sharing will always be prioritised