

## Volunteer Role Description and Specification

**Role title: Waste Prevention Advisor Volunteer**

**Location: As agreed**

**Main contact: WSCC Waste Prevention Team Member**

**Status: Volunteer**

**Main purpose of role:** As a waste prevention advisor volunteer, you'll work with a wide range of people, demonstrating your commitment to recycling and reducing waste to help protect the environment.

Throughout the year, you'll be provided 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 out-of-pocket expenses will be reimbursed in line with the volunteer's expenses policy.

### Main Responsibilities

Following training, 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 3 Waste Prevention Advisors bi-monthly meetings (held online and lasting no longer than 1 hour)
- The opportunity of setting up your own local initiatives to support reducing, repairing, reusing and recycling in your local community
- 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.

### Training Provided

- Free training will be provided via the Waste Prevention Advisors e-Learning course, which includes Health and Safety, and other relevant online courses,
- 2 Site visits to the Materials Recycling Facility (Ford MRF) and Mechanical Biological Treatment (MBT Horsham) plant (1 incorporated into induction day)
- There is opportunity to further specialise e.g. Wastebuster primary and secondary 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 ongoing training relevant to the Waste Prevention Advisors volunteer role
- Attend minimum of 3 x 1 hour Waste Prevention Advisors meetings per year (online)
- Initial training is approximately **4 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 will be 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
- Opportunity to progress to Advanced WPA Role