



## JOB DESCRIPTION

<b>JOB TITLE</b>	Environmental Volunteer – Getting it Sorted
<b>GRADE</b>	Voluntary – Unpaid
<b>TEAM</b>	Environmental Projects
<b>Supervisor</b>	Environmental Projects Officer
<b>PURPOSE OF THE POST</b>	Fenland Getting it Sorted Volunteers are a crucial part of minimising waste in their communities. Our mission is to think beyond the bin, tackling the issue of waste at its heart. With the help of enthusiastic volunteers, we will show residents and businesses in Fenland how to live more sustainably by sharing knowledge and displaying best practice. Together we will address excess waste and 'Get it Sorted'.

**PLEASE NOTE:**

**Fenland District Council is committed to equal opportunities.**

**It is the Council's aim to ensure that no potential job applicant, employee or service user, will receive less favourable treatment on the grounds of sex, age, disability, ethnic origin, religion, sexual orientation or marital status. The Council will also not impose any conditions or requirements, which disproportionately disadvantage any group, which can not be justified in terms of the needs of the job or the service provided.**

**Fenland District Council operates a no smoking policy.**



## MAIN DUTIES AND RESPONSIBILITIES



<b>1</b>	<b>Main duties and responsibilities</b>
<b>1.1</b>	Engage with people in their community to improve or adopt sustainable actions
<b>1.2</b>	Help promote FDC's waste reduction and pro-recycling priorities
<b>1.3</b>	Learn up to date information of sustainability and the environment
<b>1.4</b>	Demonstrate best practice for reducing waste
<b>1.5</b>	Develop your skills alongside delivering meaningful volunteering
<b>1.6</b>	Be part of a wider community of Fenland Environmental Volunteers
<b>1.7</b>	Keep in contact with your volunteer coordinator on your volunteering outcomes and hours
<b>2</b>	<b>Quality and Equality</b>
	To promote quality and equality within the Council and in the provision of its services.
<b>3</b>	<b>Customer Care</b>
	To provide excellent customer service to all internal and external customers in line with the Council's commitment to Customer Service Excellence
<b>4</b>	<b>Other Duties</b>
	Comply with all the policies and procedures of the Council (e.g. Equal Opportunities, Standing Orders, Financial Regulations, Health and Safety). All relevant policies will be included in your Volunteer Handbook.
<b>This job description is not definite or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with the employment.</b>	



## Person Specification



ABBREVIATIONS		
<b>E</b>	Essential selection criteria	<b>D</b> Desirable selection criteria

  

PERSON SPECIFICATION	E	D
<b>Experience</b>		
No previous experience required		
<b>Skills and abilities</b>		
Willingness to learn new skills and information	✓	
Ability to effectively communicate and listen to others	✓	
Customer service skills – ability to deal responsibly, positively and sensitively to people's needs.	✓	
Ability to respond empathically and with discretion to sensitive issues	✓	
Ability to deal responsibly, positively and sensitively to customer needs.	✓	
Strong self-motivation and an ability to work with minimum supervision	✓	
Ability to work well as a team	✓	
An interest in environmental issues		✓
An interest in helping your local community		✓
Demonstrate an understanding of, acceptance and commitment to, the principles underlying equal opportunities	✓	
<b>Behaviours</b>		
<ul style="list-style-type: none"> <li>• <b>Respect and Dignity for all</b> - is open, honest and courteous</li> <li>• <b>Teamwork and Co-operation</b> - participates as a team member and encourages, enables and supports colleagues</li> <li>• <b>Effective Communication</b> - communicate effectively with others</li> <li>• <b>Customer Focus</b> - responds to customer needs</li> </ul>	✓	
<b>Knowledge / Education</b>		
No qualifications required		
<b>Other requirements</b>		
Must be available to attend training and induction sessions	✓	
Provide a character reference	✓	

