



# RECYCLING CHAMPION ROLE DESCRIPTION



<b>ROLE TITLE</b>	Recycling sorted
<b>GRADE</b>	Voluntary –unpaid
<b>TEAM</b>	Environmental Projects
<b>SUPERVISOR</b>	Environmental Projects Officer
<b>PURPOSE OF THE ROLE</b>	Promote local recycling of blue bin waste

**PLEASE NOTE:**

Fenland District Council is committed to equal opportunities.

It is the Council’s aim to ensure that no potential volunteer applicant, employee or service user, will receive less favourable treatment on the grounds of gender, gender reassignment, age, pregnancy, maternity, disability, ethnic origin, religion and or belief, sexual orientation, marriage or civil partnership. 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 role or the service provided. Fenland District Council operates a no smoking policy.

## MAIN TASKS AND RESPONSIBILITIES

<b>1</b>	<b>Main duties and responsibilities</b>
1.1	Help assess the quality of recycling in a set route
1.2	Hand out leaflets to promote recycling and thank yous for those that are good at it
1.3	Chat to people about what you are doing and how they can help improve the environment by recycling
1.4	Submit results of checks to your volunteer supervisor
1.5	Submit your volunteer time sheet to your volunteer supervisor
<b>2</b>	<b>Quality and Equality</b>
2.1	To promote quality and equality within the Council and in the provision of its services.
<b>3</b>	<b>Customer Care</b>
3.1	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>
4.1	Comply with all the policies and procedures of the Council such as Equal Opportunities Health and Safety. All relevant policies will be included in your Volunteer Handbook.



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

	<b>E</b>	<b>D</b>
<b>Experience</b>		
No experience required		
<b>Skills and abilities</b>		
Willingness to learn new skills	✓	
Able to communicate and listen to others	✓	
Customer service skills – demonstrable ability to deal responsibly, positively and sensitively to people’s needs	✓	
Strong self-motivation and an ability to work with a minimum of supervision	✓	
Ability to work co-operatively in a team	✓	
An interest in environmental issues		✓
An interest in helping the local community		✓
Demonstrate an understanding of, acceptance and commitment to, the principles underlying equal opportunities	✓	
<b>Behaviour</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 and supports staff, volunteers and the public in recycling</li> <li>• <b>Effective Communication</b> – able to talk to others in a polite, friendly manner</li> </ul>	✓	
<b>Knowledge / Education</b>		
No qualifications needed		
<b>Other requirements</b>		
Must be available to attend training, and induction sessions	✓	
Provide a character reference	✓	