

FAREHAM

BOROUGH COUNCIL

Our
values



JOB TITLE: Recycling Engagement Officer - Temporary 12-month contract
SALARY: £38,460 - £42,648

What is the role?

We are looking for a temporary, full-time Recycling Engagement Officer to work across the Borough of Fareham.

You will champion and promote recycling to prepare Fareham's residents for the introduction of the new waste collection services stemming from the recent national legislation known as Simpler Recycling. You will lead, develop and deliver a Resident Engagement Programme for waste services, with particular emphasis on increasing our household recycling rate by introducing food waste recycling, supporting dry materials recycling and reducing residual and food waste. Your focus will be on household waste streams, but the engagement work will also extend to our Trade Waste services.

Working with the Council's Communications and Policy, Research and Engagement Teams, you will lead for Streetscene on all communications and engagement relating to waste services and recycling services. You will develop and deliver recycling and waste reduction initiatives, identify and promote strategic behaviour change interventions and support national and local campaigns, engaging with a diverse range of resident and community groups and organisations.

Reporting to the Waste Services Manager, your key responsibilities will be:

- **Promoting Recycling:**
 - Lead, develop and deliver a Resident Engagement Programme for waste services
 - Promote recycling and waste reduction in the Borough
 - Improve awareness of and participation in the range of waste collection and recycling services offered in Fareham
 - Develop and deliver targeted community engagement activities
 - Organise local projects and events
 - Encourage community and voluntary sector recycling initiatives
 - Ensure the Council's Waste and Recycling web pages are engaging and effective
- **Waste Management Expertise:**
 - Provide advice on recycling issues and waste management
 - Prepare written and verbal reports
 - Monitor and analyse Fareham's waste data to report on performance and identify areas for improvement
- **Project Management:**
 - Manage, deliver and support recycling projects
 - Manage the relevant budget/s
 - Lead on any related contracts and funding applications for schemes

- **Community Engagement:**
 - Recruit and train community volunteers
 - Work with local communities and groups to increase recycling rates
 - Develop and maintain strong relationships with key partners and stakeholders
- **Other Duties:**
 - Develop and implement innovative methods of customer engagement
 - Support customer-facing colleagues in implementing engagement
 - Support the waste service in complaint handling when necessary and learning from complaints
 - Role-model exemplary customer services at all times, speaking to customers, colleagues and elected Members in a way that showcases the Council's values

Who is the Person?

It is important to us that you have:

- **Knowledge:**
 - Good understanding of waste management principles and recycling processes
 - Good understanding of the factors that influence how individuals generate, manage and dispose of waste and the psychological factors influencing attitudes and behaviours.
- **Skills:**
 - A good standard of literacy and numeracy
 - Excellent communication and interpersonal skills
 - Ability to develop and deliver presentations and training materials
 - Strong organisational and project management skills, able to manage multiple projects and deadlines
 - Ability to engage with diverse audiences
 - Ability to work independently and as part of a team
 - Ability to prioritise and to work to deadline
 - Ability to think creatively and use judgement, experience and initiative to solve problems
- **Experience:**
 - Significant experience in community engagement or outreach
 - Experience in waste management or recycling
 - Experience in project management
- **Other:**
 - An approachable and warm personality, with the ability to foster and retain positive relationships with customers and internal teams.
 - Ability to Live our Values
 - Have a full driving licence and access to a vehicle for work purposes
 - The ability and willingness to work flexibly, and to support occasional work outside of normal office hours to best achieve resident engagement success*
 - Proficiency in Microsoft packages and capable of accurately updating or inputting website content and data returns.

*Time in lieu and flexitime will be permissible for hours worked outside of your typical working pattern.

Last Updated: May 2025

Our policy is to make adaptations for those who have substantial and long term disabilities. If you need an adaptation to carry out any of the above please let us know.