

## Business Engagement Co-ordinator

The role of a **Business Engagement Co-ordinator** includes taking a lead in the following activities, with regular support available from office-based staff where needed.

### Key tasks:

- Identify Leith businesses to approach (including about the [Zero Waste Leith business charter](#))
- Create efficient strategies to approach businesses (eg according to location, opening hours or type of business)
- Visit local businesses and engage on waste and circular economy issues, such as inviting them to join our [business charter](#)
- Coordinate the team of business engagement volunteers and arrange when and where each volunteer is going to work during a session
- Coordinate volunteers following up with interested businesses (eg those who haven't joined yet, and charter members to follow up on progress)
- Ensure volunteers keep recording log (map and spreadsheet) of engaged businesses and members are kept up-to-date
- Send business contact details (which have appropriate permissions) to partner organisations who will provide follow up support
- Share news, updates, successes and best practice with the team of volunteers
- Liaise with staff and digital media volunteer(s) to gather social media content about new business partners
- Follow up with interested businesses who haven't joined yet, and charter members to provide support and encourage progress



### Key skills:

- Confident, friendly and personable manner
- Passion for the circular economy and helping businesses reduce waste
- Ability to use a tablet / ipad
- Experience working with or in a business
- Ability to work with minimal supervision
- Ability to convey information in a clear, accurate and positive way
- A good listener who can communicate effectively and tailor their engagement style and advice to different individuals
- Great organisational skills
- Experience of coordinating and leading community events
- Experience of working with other volunteers

**Time commitment:** Flexible. Min 3 hours per week

**Where:** Office based and throughout Leith and Edinburgh

**When:** Weekdays, office hours.

[Click here](#) if you're interested in joining the team as a **Business engagement co-ordinator**.