

Community Engagement Co-ordinator

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

Key tasks:

- Identify opportunities to partner with local groups and organisations to share zero waste messages through events and online communications
- Host information stalls and/or interactive activities (such as our smoothie bicycle) at a community event, sometimes alongside other volunteers
- Record key information such as number of people engaged at events
- Lead the delivery of a workshop to a community group (eg [Love Food Hate Waste](#))
- Lead the delivery of a litter pick, including co-ordinating equipment, participants and liaising with staff and partners
- Take the lead giving out information and bins, and/or surveying people about their waste and recycling habits on their doorstep or in public places
- Co-ordinate volunteers and strategies for distributing posters, fliers, stencils and stickers in shops, stairwells and streets



Key skills:

- Confident, friendly and personable manner
- Passion for the circular economy and helping people to reduce waste
- Ability to use a tablet / ipad
- 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
- Ability to work with minimal supervision
- Experience of coordinating and leading events
- Experience of working with other volunteers

Where: Office based and venues throughout Leith and Edinburgh

When: Weekdays and weekends, office hours and evenings.

Time commitment: Flexible. Minimum 3 hours per week

[Click here](#) if you're interested in joining the team as a **Community Engagement Co-ordinator**