

Education Project Officer Job Profile

Job Title: Education Project Officer

Job Grade: Level 4, Zone 1

Salary: £43,004 – £49,131

About North London Waste Authority (NLWA)

Our mission is to preserve resources and the environment for future generations by exemplary planning, innovation, and communication in managing north London's waste.

We serve two million residents in seven boroughs and run communications and engagement campaigns to help them reduce their rubbish and recycle more. We campaign for government and industry action to reduce unnecessary single-use items, encourage reuse and repair and promote effective recycling.

To help tackle the climate emergency and to prevent rubbish going to landfill, we are building the greenest Energy Recovery Facility in the country and modern recycling facilities at the Edmonton EcoPark, through the [North London Heat and Power Project](#).

NLWA staff are employed by London Borough of Camden and benefit from Camden's recruitment, pension, and HR policies.

About the role

The Education Project Officer will develop a curriculum-linked waste prevention education programme designed for delivery in north London schools and at our new public facing facility, EcoPark House. The aim of the programme is to provide educators with materials to lead self-directed waste prevention education sessions, improve the culture of schools in relation to waste prevention and ensure waste related infrastructure is utilised correctly in schools. The programme of work will be delivered in phases and priority outputs will include:

- Develop and deliver a north London focused in-school waste prevention programme. This will be delivered across all NLWA constituent boroughs as a pilot with primary schools during the academic year 2024/25.
- Consult with various stakeholders within primary schools to understand how waste prevention can be embedded into teaching programmes to complement the national curriculum. Work closely with non-teaching school staff and PTAs to understand the wider considerations required to influence school culture on waste prevention.
- Create a suite of resources to support waste prevention education and school waste prevention activities. Test and deliver these resources and delivery approaches with primary schools.
- Develop and test a school programme for delivery at the new facility, EcoPark House. Scoping for this offer will commence in 2024/25 with a phased roll-out in the academic year 2025/26.

- The post holder will be expected to work closely with borough officers and school staff to increase the priority of waste prevention in north London schools.

About you

You will be a qualified teacher or have significant experience of working with young people in an educational setting

You will be confident in navigating school structures to engage with various groups (including, but not limited to, headteachers, governors, senior leaders, teachers, premises staff and PTAs)

You will have strong communication skills and be able to confidently communicate with various stakeholders

You will have experience in designing and developing lesson plans appropriate for KS1 and KS2

You will have strong project management experience and be confident in managing a varied workload with competing deadlines

You will work within set deadlines and communicate effectively, both in person and in writing, and be able to express and present information accurately, clearly, and concisely both orally and in writing. You will be able to compose minutes, letters, and briefing notes.

You will have knowledge of MS Office or equivalent.

You will have strong organisational skills and be a self-starter able to use your initiative in your approach to the delivery of your work.

You will have experience of demonstrating commitment and integrating Equalities and Valuing Diversity principles in service delivery.

It would be an asset to this role if the postholder holds a valid clean UK driving licence.

The successful applicant will be required to undertake a DBS check.

Work Environment:

The NLWA offices are in Tottenham Hale; 2 minutes from the Tube station with great service and amenity links close by. There is opportunity for flexible and remote working, however this position will require essential travel to a number of primary schools across the seven north London boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington, and Waltham Forest.

The post holder will be required to coordinate their work with others, deal with a variety of conflicting deadlines often daily and communicate efficiently and flexibly with north London's diverse communities.

Hours of work may exceed office working hours (i.e., a start time before 9am and finish time after 5pm) and there will be a requirement to attend a variety of venues with occasional evening and weekend meetings. Time off in lieu of additional hours worked is agreed in advance with the Behaviour Change Project Manager.

People Management Responsibilities:

The post has no line management responsibilities but may need to supervise contractors on an ad-hoc basis.

Relationships:

The post holder will sit in the Waste Prevention team and report to the Behaviour Change Project Manager, working alongside a Behaviour Change Officer.

The post holder will also work alongside another Behaviour Change Project Manager and Behaviour Change Officer who deliver additional aspects of the waste prevention programme.

The Waste Prevention and Communications staff make up the External Relations team, reporting to the Head of Strategic Communications. The Education Project Officer will attend fortnightly meetings with the External Relations team.

Externally, the Education Project Officer will be required to liaise with a range of external organisations, including a number of primary schools. They will also work closely with colleagues in the constituent boroughs. This work requires the ability to communicate at all levels with audiences that have varying degrees of knowledge and understanding of waste related issues, to maintain stakeholder relationships, effect necessary behaviour change and ensure effective continuation of projects and delivery of targets.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council (NLWA) to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,