

Job Profile Outreach & Engagement Officer

Job Title: Outreach and Engagement Officer (Temporary)

Job Grade: Level 2 Zone 2

Salary Range: £34,580

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

This is a face-to-face engagement role: the post holder will assist with NLWA's public engagement commitments. The engagement will relate to NLWA's waste prevention campaigns and the constituent north London boroughs' outreach aims as part of the [Waste Prevention Plan](#). This work has the aim of raising awareness of how to reduce waste, increase recycling and reuse and promote services available. It will be imperative to be able to provide correct information to the public via face-to-face events with audiences that have varying degrees of knowledge and understanding of waste related issues.

The post holder will liaise with key stakeholders to identify outreach opportunities and be responsible for the scheduling and delivery of the engagement that falls within their time at NLWA. They will also contribute towards the monitoring and evaluation of engagement activities, helping to monitor the extent of progress and achievement of objectives and goals.

The role is a mixture of desk-based and face-to-face work. All temporary workers are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

About you

- You will have strong verbal communication skills and be able to confidently convey key information and advice
- You will have experience of engagement and interacting effectively with members of the public
- You will have excellent interpersonal skills and an adaptable demeanour to a wide range of people
- You will have strong organisational skills
- You will have knowledge of MS Office or equivalent.
- You will be able to use your initiative and be proactive in your approach to the delivery of your work
- You will be comfortable with moderate lifting and carrying whilst assisting with transporting resources to and from events and the delivery of activities
- You will be willing to work in a variety of public settings, both in and outdoors
- You will be able to demonstrate 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 and is willing to drive an NLWA vehicle to and from events as required

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 several primary schools across the seven north London boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington, and Waltham Forest. The post holder will frequently be working at locations across the seven north London boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington, and Waltham Forest, both at indoor and outdoor locations, which may have uneven terrain such as in parks.

Full time working hours will be split across the 7-day week, with 2 days off per week. Peak delivery will be at the weekends and timings will work on a rota basis determined in line with NLWA commitments. If hours exceed the contracted amount, time off in lieu of additional hours worked will be agreed in advance with the Behaviour Change Officer.

People Management Responsibilities:

The post has no line management responsibilities.

Relationships:

The post holder will sit in the Waste Prevention team and report to the Behaviour Change Officer. They will work alongside another Outreach and Engagement Officers to deliver NLWA's public engagement commitments.

The Waste Prevention and Communications staff make up the External Relations team, reporting to the Head of Strategic Communications.

Externally, the Outreach and Engagement Officer will be required to liaise with borough officers to assist in scheduling, managing, and attending engagement opportunities and outreach events. This may include liaising and working with contractors and external organisations such as charities, community spaces and schools.

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,