



Position: Project Manager, National Recycling Ambassador Programme

Full-Time: 37 ½ hours/week, flexible as weekend work and travel may be required. This is an 18-month post.

Commencement Date: ASAP

Location: Dublin City Centre

Salary: €35,000/annum

VOICE, Voice of Irish Concern for the Environment, a national environmental group based in Dublin, is seeking a self-motivated and innovative individual to work on our new recycling ambassador initiative, which will be a national programme funded by the Department of Communications, Climate Action and Environment (DCCA).

We are developing a public engagement initiative to work with local communities and groups, to conduct face to face workshops and programmes on how to reduce our waste and recycle well. While most people want to recycle, we as a nation are recycling badly with huge contamination in our recycling and organic bins. In general people are very confused as to what bin waste goes into. In this bottom-up approach, we will work closely with waste management companies to fully understand waste recycling processes and what materials they want in the green bin. Additionally, we are liaising directly with DCCA, the regional waste management offices and county councils to promote this initiative. Affecting behavioural change, such as changing waste segregation/recycling habits, is challenging, with many in the field citing that face to face engagement and interaction as the best method to change behaviour.

Job Description:

We are looking for a person with experience in project management and engaging and motivating local community groups. Experience in event planning is a plus. A passion for the environment is also essential.

This person must have experience managing a team as s/he will have the oversight responsibility over 3 regional project liaison officers and 18 recycling ambassadors,

who will conduct the recycling workshops. An ability to manage costs and stick to a budget is a must.

We need someone who is comfortable with public speaking and speaking with the media and who has experience with social media, particularly with Twitter and Facebook.

The successful applicant will also have excellent organisational and computer skills and great people skills. This individual will also be required to write up reports from time to time.

Travel costs to be reimbursed at agreed fixed rates and all reimbursements must have receipts and properly invoiced and agreed to prior to expenditure.

Job Function:

- Manage a team of 21 people
- Oversight over budget and financial decisions, in consultation with the VOICE Coordinator
- Oversight over Data management system to collate data received from recycling workshops (This initiative not only provides information to the attendees, but it also gathers useful information on what barriers people and families currently experience in relation to their waste management)
- Make presentations/conduct workshops
- Be the face of the Recycling Ambassador's initiative, speak with media
- Manage social media/communications campaign, including website development
- Report directly to the Coordinator of VOICE, who will be the supervisor of the programme
- Draft interim and final reports for the government

Please send a CV and cover letter by COB Friday 11th August 2017 to:

VOICE
9 Upper Mount St.
Dublin 2
Email: info@voiceireland.org
Web: www.voiceireland.org