



- Job Title:** Newport Circular Economy Network Project Support Officer
- Responsible to:** Newport Circular Economy Network Project Manager, Maindee Unlimited Programme Manager
- Location:** Maindee / home based (hybrid working)
- Annual Salary:** **Pro rata** £27,300
- Term:** 3 days / 21 hours a week, increasing to 4 days / 28 hours in second year of project. 3 year contract.
- Application Process:** In order to assess your application we would like to understand how your skills and experience are relevant to this role.

Please read the job description and person specification in detail and in a covering letter summarise how your experience is relevant to what we are asking for. We ask that you keep your response to a maximum of 2 sides of A4 in pt 11 font. Less than two sides is fine. Please use bullet points where possible.

We know that no-one is likely to have 100% of the skills & experience we are looking for – remember this is your opportunity to showcase your strengths, adaptability and enthusiasm.

Please send your CV and covering letter to admin@maindee.org by 5pm on 26th January 2024. Interviews will be held in February 2024.

To arrange an informal visit or request more information please email: artaylor@maindee.org

Overview

Are you passionate about climate action and eager to contribute to a transformative project shaping the future of Newport? Join us in the journey towards creating a zero-waste, climate-resilient community!

About Us: Maindee Unlimited, in collaboration with Wastesavers Charitable Trust Ltd. and Benthyc Cymru, is embarking on the Newport Circular Economy Project. This community-led initiative seeks to inspire behaviour change by developing a network of organisations who see waste as a resource and promote action on climate change, by building community climate literacy, and by creating a Library of Things in Maindee. As we tackle the challenges of the climate emergency, we're on the lookout for a dedicated individual to join our team.

Responsibilities: As a Project Officer, you'll play a pivotal role in implementing and managing various aspects of the project, including the administration of the network and Library of Things, and coordination of Sustainable Living workshops. You will coordinate volunteers and your tasks will range from operational duties through to engaging with diverse community groups.

Requirements: We are seeking someone with a good understanding of Newport and its community challenges. Whether you're experienced in project operations, community engagement, or sustainability initiatives, we want to hear from you. Join our passionate team, working closely with the Project Manager and Project Board to achieve our objectives.

If you're ready to make a positive impact and contribute to a sustainable future for Newport, we invite you to apply. Join us in driving change and building a resilient, waste-free community!

Maindee Unlimited, Wastesavers and Benthyc Cymru recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates. We have also made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the criteria set out in the person specification.

Person Specification

We are looking to recruit a candidate with the following attributes;

Essential	Desirable
Education <ul style="list-style-type: none">• GCSE in English or equivalent• GCSE in Maths or equivalent	<ul style="list-style-type: none">• GCSE in Welsh or equivalent
Knowledge and experience <ul style="list-style-type: none">• Good understanding of issues relating to climate change• Good knowledge of the area of Newport and its diverse communities• Experience of community / environmental / circular economy projects• Experience in administration and maintaining records	<ul style="list-style-type: none">• Experience coordinating / working with volunteers• Knowledge and experience of social media platforms, marketing and campaigns
Skills and attributes <ul style="list-style-type: none">• Excellent communication and relationship building skills• Willingness to meet and work with volunteers and the public• Ability to write clearly in English• Active listening skills• Willingness to work with a team and independently• Proficiency in word processing / Microsoft office applications• Effective posting on social media platforms• Good timekeeping – meets deadlines• Working well with diverse communities	<ul style="list-style-type: none">• Skills in digital media e.g. photography, graphics• Can speak and write in Welsh or another community language• Ability to organise and promote events• Proactive and creative

Job Description

As the Project Officer, you'll play a pivotal role in ensuring the success of the Newport Circular Economy Project, supporting day-to-day operations and contributing to its long-term impact. Reporting to the Project Manager and Project Board, your key responsibilities include:

- **Newport Circular Economy Network:**
 - Respond to network enquiries with a friendly and welcoming approach, serving as the first point of contact.

- Maintain contacts, foster communication, and engage with network members effectively.
- Develop creative materials and communications to promote and expand the network, utilizing photography, writing, and other mediums to capture data.
- **Library of Things Operations in Maindee:**
 - Oversee day-to-day operations, coordinating volunteers, utilising the Library of Things software for user setup, inventory maintenance, and item bookings.
 - Support the monitoring of Library of Things usage and activity.
 - Develop creative materials and communications to promote the Library of Things.
- **Sustainable Living Workshops:**
 - Communicate with workshop facilitators to ensure smooth coordination.
 - Support the organization and promotion of workshop events, fostering community engagement.
- **Project Administration Support:**
 - Assist the Project Manager with administrative tasks, including professional communications, data collection, record keeping and report contributions.
- **Issue Troubleshooting:**
 - Proactively troubleshoot issues as they arise, seeking input from colleagues as needed.
- **Flexibility and Policy Adherence:**
 - Work within the employer’s policy framework and be open to duties commensurate with the post, which may include occasional attendance at meetings and events during evenings and weekends.

The Partners

Maindee Unlimited – Lead Partner

The lead partner is Maindee Unlimited, a local incorporated charity formed in 2015 and governed by a board of local Trustees. The aim of the charity is “to transform Maindee into a

sustainable community with a strong local identity and strong local economy, with a reputation as an attractive, safe, culturally vibrant and cohesive place to live, relax in and work.”

Benthyg Cymru

Benthyg Cymru is a Community Interest Company that operates a network of places across Wales (including the library of things in Remake Newport), where people can;

(a) access affordable borrowing of things they need but don't own, saving money and space in their homes,

(b) donate things they own but don't need, contributing to national waste reduction targets

and (c) meet to share knowledge and skills with each other, increasing community resilience.

Wastesavers Charitable Trust Ltd.

Wastesavers Charitable Trust is a social enterprise and charity based in Newport. The Charity runs a network of reuse shops, two repair cafes, a nappy library and two education programmes across South Wales. The social enterprise provides the weekly domestic recycling service on behalf of Newport City Council and collects from 75,000 houses in Newport. In 2021 Wastesavers opened The Reuse Centre on Chepstow Road in Maindee, this is a major addition to the local circular economy and has already diverted 83 tonnes from landfill, representing a saving of 480 tons of carbon emissions.

Remake Newport – Delivery Partner

Remake Newport (www.remakewport.org) is a delivery partner for the project. It is a shop-based service created by Repair Cafe Wales and Benthyg Cymru, working in partnership with Newport City Homes. Re:make hosts a Benthyg Library of Things, a repair space, zero-waste refills and provide a range of public workshops from their central premises.