

**Spanish Community Workshop Facilitator - Communities' Reduce Reuse & Recycle**

**Salary: £** **£6,912.00**

**12 hours (Part-time)**

**Contract fixed till 31 March 2023** - continuation beyond 2023 depending on funding**.**

**3 months probationary period.**

This post is funded by the National Lottery Climate Action Fund until 31 March 2023.

The National Lottery Climate Action Fund aims to support communities across the UK to take action on climate change and is committed to supporting a broader movement of change.

**Hours of Work:**

12 hours per week, including unsociable hours for which TOIL will be granted in accordance with the conditions of service. No overtime payments are applicable.

**Equality of opportunity:**

ELREC is committed to equal opportunities in employment. ELREC actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates. The selection of candidates for interview will be based on skills, qualifications and experience. We ensure that no applicant or member of staff is subject to less favorable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability or is disadvantaged by any condition which cannot be shown to be relevant to performance.

**Pension:**

ELREC is a member of a Group Personal Pension Plan operated by Aegon.  You can join the scheme on commencement of your employment.

**Responsible to:**

The post holder is responsible to the ELREC Project Coordinator, who is in turn responsible to the Manager.

**Project profile:**

‘Communities’ Reduce, Reuse & Recycle’ is a project managed by Edinburgh and the Lothians Regional Equality Council which engages Ethnic Minority communities in Edinburgh and Livingston with climate initiatives such as, swapping and reusing goods, cycling, and food growing. Services include swap shop events, bike ability classes, an ebike library cycling activities, community gardens, workshops, and community events to mainstream the message of climate change.

The aim of the project is to encourage and support BAME communities in Edinburgh to reduce waste, increase reusing and repairing and to shift to a more sustainable consumption. Overall, we will change attitude, behaviours and awareness towards waste and consumption.

**Project Continuation:**

The success of this project would determine further funding from the national lottery fund for 5 years.

**Team**

The project team consists of Project Coordinator, Community Workshop Facilitators, and volunteers.

**Location**

This work will be office based in Edinburgh with travel around Edinburgh and Livingston required.

**Job Description**

The main duties of the post will be to:

1. Organise and facilitate 45 workshops or events per year within the Spanish community living in Edinburgh to raise awareness of climate change and waste, to encourage reducing waste, and to increase communities’ cohesion. Reach 280 new people from Spanish communities per year.

As part of the workshop activities are:

1. DYI Upcycling workshops
2. Composting at home
3. Recycling at home
4. Reduce – alternative consumption
5. How to avoid packaging and plastics
6. Reusing food leftovers
7. Facilitate Conversations 4 Change twice a month
8. Sustainable cooking
9. Film Screenings
10. Talks
11. Outreach events
12. Other waste related workshops.

2. Organise 1 trip to a recycling centre with a minimum of 6 people from the Spanish community.

3. Co-run 5 sewing club sessions within the Spanish community (min. 5 people).

4. Co-organise and deliver swap shop events, community events and the Edinburgh Climate Festival.

5. Help with the weekly Rescued Food Parcel service when required as well as referring participants.

6. Refer clients to Free food for all and co-run 5 sessions with members of the Spanish community (min. 5 people)

7. Recruit, support and supervise volunteers to help with project activities.

8. Collect feedback and case studies from participants and volunteers to evidence the impact of the activity against the aim of the project.

9. Ensure participants answer the surveys to measure impact, e.g. number of people starting to compost at home, number of people starting to recycle at home, number of names of the Spanish Community in pledges.

10. Manage and form partnerships with community organisations and expand contacts to new groups to increase engagement within target community.

11. Attend community events with a stall to promote the project and recruit participants and volunteers as well as raise awareness about the issue of waste.

12. Attend training, 2 team meetings per month, meetings and conferences relevant to the outcomes of the project.

13. Promotion: Translate posters and materials into Spanish and circulate with the Spanish community.

14. Submit monthly reports with a breakdown of activities, participants’ feedback, case studies, number of attendees, pictures, partnerships formed, volunteers’ tasks, etc. Templates provided.

15. Any other duties assigned by the Project Coordinator.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | All the following requirements will be assessed from a combination of information provided from an application form, the interview process and references:    **Skills and Abilities** | **Essential** | **Desirable** |
| 1 | Good verbal, written and presentation skills | √ |  |
| 2 | Ability to work in team | √ |  |
| 3 | Organisational skills |  | √ |
| 4 | Ability to use own initiative and organise own workload in consultation with the project Coordinator and Manager | √ |  |
| 5 | Interpersonal skills: ability to relate well to others | √ |  |
| 6 | Ability to foster collective working between Spanish organisations/groups and people | √ |  |
| 7 | Effective communication and networking skills with both organizations and individuals | √ |  |
| 8 | Ability to demonstrate an active commitment towards the project and achieving the objectives | √ |  |
| 9 | Ability to enthuse people and groups | √ |  |
| 10 | Diversity sensitivity: Cultural sensitivity and ability to build rapport with others in a multicultural environment | √ |  |
|  | **Experience** |  |  |
| 11 | Experience of working in, or with the voluntary sector in a development role |  | √ |
| 12 | Experience of working with volunteers |  | √ |
| 13 | Experience of working with Spanish communities and Spanish community organisations | √ |  |
| 14 | Experience of environmental and carbon saving work |  | √ |
| 15 | Good IT skills including word processing and database management |  | √ |
| 16 | Experience of contributing effectively as a team member | √ |  |
| 17 | Experience of using evaluation and monitoring tools and techniques |  | √ |
| 16 | Experience of mentoring volunteers |  | √ |
| 18 | Experience of organizing activities | √ |  |
| 19 | Experience of public speaking | √ |  |
|  | **Knowledge** |  |  |
| 20 | Knowledge of the current initiatives to save carbon |  | √ |
| 21 | Knowledge of good practice in volunteering | √ |  |
| 22 | Knowledge of services available to Spanish communities to learn more about saving i.e. community gardens, recycling, energy saving | √ |  |
| 23 | Demonstrable knowledge of a diverse range of the Spanish communities and networks of Edinburgh | √ |  |
| 24 | Fluency in English and the Spanish language. Ability to translate. | √ |  |
| 25 | Basic knowledge of energy efficiency |  | √ |
|  | **Training and Qualifications** |  |  |
| 26 | Educated to higher level or professional qualification, e.g. community education |  | √ |
|  | **Other** |  |  |
| 27 | Willing to work some evenings and weekends | √ |  |
| 28 | Be concerned about the environment | √ |  |

Please email your Application Form and Equal Opportunities form to [**cfc@elrec.org.uk**](mailto:cfc@elrec.org.uk)

**Deadline for applications:**Midnight on Tuesday 15th March 2022

**The interviews will be held on 17th to 22nd March 2022.**

For more information and to apply, please visit: [www.elrec.org.uk/job-vacancy](http://www.elrec.org.uk/job-vacancy)

For queries regarding the role, please email [cfc@elrec.org.uk](mailto:cfc@elrec.org.uk) or call 0131 556 0441