



Polish Community Link Officer - Communities' Reduce Reuse & Recycle Project
Salary: £7,880.50

12 hours (Part-time)

An annual contract review will be conducted with a **3 month probationary period**.

Application deadline: 29th April 2024

This post is funded by the National Lottery Climate Action Fund. 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. The C3R Project has secured this funding to run for the period of 5 years.

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 the interview will be based on skills, qualifications, and experience. We ensure that no applicant or member of staff is subject to less favourable 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 e-bike 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.

Team

The project team consists of Project Coordinator, Community Link Officers, Project Assistant and volunteers.

Location

This work will be office based in Edinburgh.

Job Description

The main duties of the post will be to:

1. Organise and facilitate **45** workshops or events per year within the Polish 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 Polish communities per year.

As part of the workshop activities are:

- DIY Upcycling workshops
- Composting at home
- Recycling at home
- Reduce – alternative consumption
- How to avoid packaging and plastics
- Reusing food leftovers
- Sustainable cooking
- Talks
- Outreach events
- Other waste-related workshops

2. Organise one trip to a recycling centre with a minimum of **8-9** people from the Polish community.
3. Organise **5** workshops per year on repairing and reusing items to prevent them from being discarded into landfills – Reach **8-10** participants in each session.
4. *Organise 3 workshops on Reduce different waste streams (plastic, fabric, metal, wood etc)– consumption and reducing landfill – each 8-10 participants in each session.*
5. Co-run 2 sewing club sessions per year with the Tailor and bring groups of at least 10 people (Reach **20** new participants a year).

6. Co-organise and deliver swap shop events, community events, and the Edinburgh Climate Festival.
7. Aid and guide different workshops revolving around topics of waste management, repairing and reusing disposable items, etc.
8. Attend yearly community open days to engage Polish community and increase awareness of the project
9. Recruit, support and supervise volunteers to help with project activities.
10. Collect feedback and **3** case studies (per year) from participants and volunteers to evidence the impact of the activity against the aim of the project.
11. 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 Polish Community in pledges.
12. Manage and form partnerships with community organisations and expand contacts to new groups to increase engagement within the target community.
13. Manage peer participants of the Link Community, as some individuals will be shadowing Community Link Officers as a Communities' Reduce Reuse & Recycle initiative.
14. Organise a minimum of **two climate cafes** for the Polish community per year, with **6-8** attendees.
15. At each event, workshop and discussion, create promotable content (i.e. photos, text) that can be published on social media, such as instagram, facebook and twitter.
16. 12. Attend training, **2** team meetings per month, meetings and conferences relevant to the outcomes of the project.
17. 13. Promotion: Translate posters and materials into Polish and circulate with the Polish community.
18. 14. Submit monthly reports with a breakdown of activities, participants' feedback, case studies, number of attendees, pictures, partnerships formed, volunteers' tasks, etc. Templates provided.
19. 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:	Essential	Desirable
	Skills and Abilities		
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 Polish 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 Polish communities and Polish 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 Polish communities to learn more about saving i.e. community gardens, recycling, energy saving	√	
23	Demonstrable knowledge of a diverse range of the Polish communities and networks of Edinburgh	√	
24	Fluency in English and the Polish 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	√	

To submit your application for the position, kindly send your CV and cover letter to c3r@elrec.org.uk no later than 29th April 2024. Interviews will be held on the week commencing May 13th