

Ditching Disposables Coordinator

Hours: 14 hours per week

Salary: £25,935 pro rata

Temporary until October 2020

Start date: Due to the Covid-19 situation, we are unable to give an accurate start date at present

Job Description

To coordinate the logistics of the project “Ditching Disposables” – a deposit scheme for reusable cups around Stirling. This is a temporary trial to reduce single-use plastics in Stirling by establishing a deposit scheme for reusable cups in different coffee shops around the town.

The role will involve communicating with stakeholders, such as the coffee shops participating in the scheme, to ensure the project is a success. Communication will be maintained with the shops through Whatsapp. The numbers of cups and deposits will be tracked on a spreadsheet and the cups regularly redistributed around the shops using an electric cargo bike. The Coordinator will also assist Transition Stirling staff and staff at our partners at Green Gain in other areas as necessary, such as promoting the project to the public.

Essential Skills

- Strong interpersonal skills and a proven ability to build rapport with clients and stakeholders
- Experience of working well in a team as well as alone
- Able to organise and prioritise own work with minimum supervision
- Able to work to tight deadlines and respond to changing priorities
- Experience of working in partnership and liaising with other organisations
- Confident in use of IT systems, including marketing programmes, cloud-based storage systems and Microsoft office e.g. word, spreadsheets etc.
- Confident cycling an electric cargo bike around Stirling after safety training
- Alignment with the values of Transition Stirling
- Commitment to the aims of Transition Stirling
- Understanding of environmental issues, including climate change, ecological breakdown and the circular economy

Closing Date for applications: 3pm on the 24th March 2020

To apply for the post please send your CV with a cover letter detailing why you feel your skills and experience match those detailed in the person specification to emma@transitionstirling.org.uk

Please label the subject of your email “Application Ditching Disposables Coordinator”