



## **Job Title**

Project Co-Ordinator

## **Reports to**

The Project Co-Ordinator reports to the Head of Programme, LA Support.

## **Company Overview**

ReLondon (the operating name of the London Waste and Recycling Board (LWARB)) was established 13 years ago. Since then, it has helped to provide additional recycling capacity in London; helped boroughs provide efficient waste services; and, against a backdrop of declining recycling rates nationally, helped London maintain its recycling performance. ReLondon work with a multitude of individuals and organisations in London, across the UK and around the world, and has become recognised as a world leader in circular economy thinking and practice.

Our 2020-2025 Business Plan sets out our work programme for the next five years and includes the objective of becoming financially sustainable at the end of this period by generating third party funding and commercial revenue. Our work includes activities developed and delivered in partnership with other organisations to promote circular economy principles and implement and, thereby reduce waste and increase recycling and reduce consumption-based emissions.

## **Role Overview**

The Project Co-Ordinator is part of ReLondon's LA support team but may work across the organisation particularly on focus area projects. The Project Co-Ordinator will support ReLondon's Senior Advisors and Communication and Campaign Leads in delivering projects that support London's waste authorities (and in the main part London's boroughs) to deliver projects identified in their reduction and recycling plans; and/or research and demonstrations projects that develop ReLondon's knowledge assets and help reduce consumption-based emissions through the adoption of circular economy actions designed to reduce waste and to recycle more of what remains.

The Project Co-Ordinator will work across Reduction and Recycling Plan service advice & support projects, focus area projects (in particular food, plastics, and textiles), and communication and behaviour change projects and campaigns identified in ReLondon's 2020-2025 business plan.

Key stakeholders for this role are the GLA, the London councils, London waste authorities, national government and other organisations and businesses involved in delivering the Mayor of London's ambition to deliver a low carbon circular city.

## Responsibilities and Duties

- Work as part of a team and under the guidance of the senior advisors and/or communications and campaign lead to deliver local authority support projects and business as usual activity (including communication and behaviour change projects), and/or research and/or demonstrations projects, and/or consultancy projects including:
  - Provide technical, organisational and creative support to the team in drafting project concept notes and funding bids, and consultancy proposal.
  - Drafting and inputting into project initiation documents and project delivery plans, including designing, implementing and delivering effective project monitoring and evaluation plans to measure impact.
  - Conduct research as directed by the project manager to support project delivery, including market research, literature reviews, data analysis and good practice.
  - Provide financial and administrative support to the project team including stakeholder engagement, monitoring project budgets, procurements, contract administration, evidence gathering, and attending and recording meetings where required.
  - Preparing presentation decks and giving presentations.
  - Drafting, contributing to and formatting final project reports, case studies, articles and website and social media content working with the corporate communications team.
  - Liaise with boroughs, and local authority officer networks and other stakeholders across London on specific projects or in relation to wider ReLondon activities and services.
  - Arranging and delivering events, webinars and workshops, working with the corporate communications team, to communicate project results and wider ReLondon activities and services.

### ***Maintain CRM platform***

- Update the CRM platform (Zoho) regularly based on evolving team needs.
- Conduct regular spot-checks to ensure that the database is clean and updated by team members.

### ***Other Duties:***

- Undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job.

## **Person Specification**

Job Related Knowledge	<ul style="list-style-type: none"><li>• An understanding and knowledge of the Circular Economy principles.</li><li>• An understanding and knowledge of the municipal waste sector.</li></ul>
Skills and Aptitudes	<ul style="list-style-type: none"><li>• Attention to detail and good organisational skills.</li><li>• Ability to manage complex expectations and communications with various internal and external stakeholders.</li><li>• Ability to successfully manage a variety of tasks to deadline and to work calmly under pressure.</li></ul>

	<ul style="list-style-type: none"> <li>• Event organisation and planning skills.</li> <li>• An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.</li> </ul>
Competencies	<p><b>Collaborating and Partnering</b> Working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside LWARB, whilst having the confidence to challenge assumptions.</p> <p><b>Delivering Value for Money</b> Efficient, effective and economic use of taxpayers’ money in the delivery of LWARB services; seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. Base decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p><b>Delivering at Pace</b> Focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes; working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p><b>Achieving Positive Outcomes</b> Maintaining an economic, long-term focus in all activities. Having a financial and sustainable mindset to ensure all activities and services are delivering added value and working to enhance the circular economy.</p> <p><b>Making Effective Decisions</b> Using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. Reaching evidence-based conclusions, evaluating options, impacts, risks and solutions and creating a secure culture around the handling of information.</p>

**Benefits**

- Full time (37 hrs per week) permanent position
- Grade 5; £35,432-£39,208. Note: new starters will be appointed at the lower end of this scale.
- Voluntary employee’s contribution matched by employer up to 4% of salary
- 30 days holiday plus bank holidays