

## **Food & circular economy assistant (intern)**

### **Reports to**

The Food & circular economy assistant reports to the Senior Advisor - Food Lead.

### **ReLondon overview**

ReLondon was established in 2008 as the London Waste and Recycling Board. 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 works 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 2021-2025 Business Plan sets out our work programme for the next four years and 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, thereby reduce waste and increase recycling and reduce consumption-based emissions.

The food and circular economy assistant will be part of the team delivering the Food Flagship Initiative which is a major three-year venture delivered by ReLondon, the Greater London Authority (GLA) and the Ellen MacArthur Foundation to demonstrate how a circular economy for food can be achieved in London. Building on work already being undertaken by the Mayor of London, London's boroughs, and ReLondon, the initiative aims to design and deliver interventions and evidence-based policies to reduce consumption-based emissions from food and bring together a consortium of public and private stakeholders to implement pioneering circular food system solutions. The aim is to lead a transformational shift towards a healthy and sustainable food system, underpinned by circular economy principles.

### **Role Overview**

The role of the food & circular economy assistant will be to support the Senior Advisor - Food Lead and the wider team to help deliver the Food Flagship Initiative. The specific focus will be to build the evidence around the interventions and policies needed to reduce the environmental impact of London's food system and to support the team with the delivery of events and workshops with public and private stakeholders.

## Responsibilities and duties

The Food & circular economy assistant will support the Senior Advisor – Food Lead, and wider team to:

- Undertake high level environmental impact assessment and identify barriers and challenges of a set of policy levers and systemic initiatives that could have transformational impact on London food system.
- Translating complex data and concepts into actions-driven recommendations for public and private stakeholders.
- Conduct desk-based research and interviews with stakeholders to map best practices and policies implemented in London and in other cities nationally and internationally.
- Organize workshops and events including supporting the team with the invitation process, promotion, logistics and administration.
- Prepare presentations and develop workshop/event materials.
- Facilitate events/workshops (e.g. by taking notes).
- 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>• Good understanding of circular economy, sustainability, and food systems</li> </ul>
Skills and Aptitudes	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• A ‘can do’ attitude and enthusiasm for working in the fields of circular economy, resources and waste management and sustainability</li> <li>• A team player who can work effectively with diverse groups as well as a self-starter who can work independently when necessary.</li> <li>• Excellent literacy, numeracy, and communication skills</li> <li>• Experience of conducting research, including collecting and analysing data, and presenting findings concisely and with impact</li> </ul> <p><u>Desired</u></p> <ul style="list-style-type: none"> <li>• Experience working on climate change, environmental issues and/or food policy</li> <li>• Experience of working with or interpreting technical environmental impact approaches, such as life cycle assessment and carbon impact measurement methodologies.</li> <li>• Experience of organising collaborative workshops</li> </ul>
Qualifications	Relevant studies and/or trainings in the topics of sustainability, circular economy, environmental management and/or food policy would be desirable.
Competencies	<b>Delivering at Pace</b> Focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes;

	<p>working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</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> <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 ReLondon, whilst having the confidence to challenge assumptions.</p> <p><b>Changing and Improving</b> People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve implementation and build a more efficient, flexible and responsive LWARB.</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>
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**Benefits**

- Grade 1 - Salary £21,940 Pro rata
- Term: Fixed - 4 months
- Hours: Full time (37h)
- Voluntary employee's contribution matched by employer up to 4% of salary
- 30 days holiday per year (pro-rata), plus bank holidays