
At ReLondon we believe...

We are living through a climate emergency, where our actions and behaviours are having a devastating impact on the planet. If unchecked, the damage will be irreversible; our actions now will have a fundamental impact upon us and future generations.

BUT... **we believe** in the power of joint human endeavour and our astounding capacity to achieve.

The solution to the climate emergency is entirely within our collective grasp, and we can avoid the point of no return if we reduce CO₂e emissions drastically.

We believe that a circular economy can deliver those drastic reductions in carbon emissions.

45% of damaging greenhouse gas emissions come from the global management of land and the production of goods and food.

These consumption-based emissions are hard to tackle and require a transformational change in how we make, consume and dispose of 'stuff' – they require a global shift to a circular economy.

We believe that cities are the engine room of the circular economy, and that London, a global city of 9m people and counting, must be a leader on the world stage in pioneering this shift. Every policy-maker, every business and every citizen has an urgent part to play in tackling consumption as a driver of climate change.

We believe that London is already taking that lead, with a fledgling but burgeoning circular economy, where businesses and community enterprises are using innovative reduce, reuse, repair, rent share and recycle models of working.

We believe that we, a small organisation with a powerful reach, can catalyse transformational change in London by inspiring and empowering the action of other. We can mobilise our boroughs, businesses and citizens to change their policies, practices and behaviours, and we will proclaim the impact that this has through partners nationally to boost efforts worldwide.

We believe that together we can change the world.

About ReLondon

ReLondon was established in 2008 as the London Waste and Recycling Board, to improve waste and resource management in the capital and accelerate our transition to a low carbon circular city. Our mission is to make London a global leader in sustainable ways to live, work and prosper by revolutionising our relationship with stuff and helping London waste less and reuse, repair, share and recycle more.

Over the last fourteen years, we have 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 three years, including 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. A key objective identified in our 2021-2025 Business Plan is to become financially sustainable at the end of this period by generating third party funding and commercial revenue.

About the role

The Advisor will support ReLondon's Senior Advisors (and Strategic Advisor) in delivering two main priorities: providing advice and support to London's waste authorities (and in the main part London's boroughs) to deliver their reduction and recycling plans and undertaking research and demonstration/innovation projects that contribute to London becoming a low carbon circular economy city.

The Advisor will work on several projects simultaneously including supporting the implementation of new collection schemes and circular economy demonstrator/innovation projects; working with local authorities and businesses that provide alternative circular products and services to citizens designed to reduce waste and increase reuse and repair.

Projects will include activities which generate income whilst also complementing our mission to make the circular economy everyone's business.

Who you are

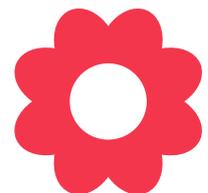
You are an experienced advisor with strong project management skills and knowledge of circular economy and / or waste and recycling service provision, who can translate this into a local government context. You are proactive and flexible, able to work independently, whilst being energised by contributing as part of a team. You are organised and diligent, as well as able to think creatively. You will be a confident communicator, with the ability to build upon relationships with existing partners and stakeholders, as well as identifying new opportunities to expand the reach of our programme.

Key stakeholders

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

Position in the organisation

The Advisor reports to the Senior Advisors within the Local Authority support team but will need to work effectively across the organisation, specifically with ReLondon's Commercial Manager to ensure a joined up and efficient approach to new business projects.



Tasks and responsibilities

Work as part of a team and under the guidance of the senior advisors (or strategic advisor) to deliver the Local Authority Support team's annual programme of work:

- Provide technical support and advice to London's waste authorities (and in the main part London's boroughs) in relation to implementing circular economy solution to reduce waste, and increase reuse and repair;
- Provide technical, organisational and creative support in drafting project concept notes, initiation documents, delivery plans and funding bids,
- Provide technical, organisational and creative support in the delivery of demonstration/innovation projects including:
 - development and managing project timelines,
 - developing project monitoring and evaluation strategies to measure impact;
 - developing and maintaining project risk registers; and
 - managing project administration and finance.
- Conduct research to support project delivery, including market research, literature reviews, data analysis and good practice.
- Prepare presentation decks and present to colleagues and partners.
- Work collaboratively with the corporate communications team to draft and format final project reports, case studies, articles, website and social media content. Liaise with boroughs, and local authority officer networks and other stakeholders across London on specific projects or in relation to ReLondon activities and services.
- Organise and deliver events, webinars and workshops, as well as work with the corporate communications team to communicate project results and wider ReLondon activities and services.
- Network with key stakeholders in relevant sectors.
- Support commercial proposition creation and delivery.
- Represent the programme in relevant external events as required.

Other duties

- Participate in team sessions and contribute as an active member of the team.
- Undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Carry out all tasks and allocated work within agreed timescales and budgets.

Person specification

Job related knowledge and experience

- An understanding and knowledge of the municipal waste sector.
- An understanding and knowledge of circular economy principles.
- Project management experience.

Skills and aptitudes

- Attention to detail and good organisational skills.
- Ability to manage complex expectations and communications with various internal and external stakeholders.
- Ability to successfully manage a variety of tasks to deadline.
- Excellent communication skills including formal presentations, workshop delivery and report writing.
- Data research, collection and analysis skills, including the ability to work with and manipulate large datasets.
- Be able to identify knowledge gaps within and develop new workstreams and/or projects to improve these knowledge gaps.
- Excellent networking skills.
- An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.

Competencies

Collaborating and partnering

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.

Delivering value for money

Efficient, effective and economic use of taxpayers' money in the delivery of ReLondon 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.

Delivering at pace

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.

Achieving positive outcomes

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.

Making effective decisions

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.

Terms and conditions

Salary grade and band	Grade 6: £45,882 - £50,677 Offers will usually be made at the bottom of the band
Hours	Role is offered as full time, 37 hours per week, but we are open to job share, flexible and part time working for the right candidate(s).
Holiday allowance	30 days holiday plus bank holidays
Pension contributions	Voluntary employee's contribution matched by employer up to 4% of salary
Location	ReLondon is based in fully accessible offices at The White Collar Factory, 1 Old Street Yard, London, EC1Y 8AF. Our staff work between the office and home.
Facilities	ReLondon is based in the multi-award winning workspace overlooking London's Silicon Roundabout. Our office space boasts a spectacular roof terrace and bar, lounge, café, game room, as well as London's highest rooftop running track.
Travel	To encourage active travel we offer a cycle to work scheme as well as bike storage and shower facilities. Interest free season ticket loans are also available.

How to apply

Please submit an up to date CV and covering letter (no more than 2 sides) outlining how you meet the criteria in the person specification by 5pm on Monday 16 May to the [ReLondon Careers](#) page.

Interviews are expected to be held in week commencing 23rd May .

If you would like an informal discussion about the role please contact antony.buchan@relondon.gov.uk



relondon.gov.uk

The White Collar Factory, 1 Old Street Yard,
Old Street, London EC1Y 8AF

ReLondon is the operating name of the London Waste and Recycling Board.