

Waste Action Volunteer Role Description

*This scheme is only open to Leicestershire residents (excluding Leicester City) and volunteers must be over 18.

Waste Action Volunteer role:

The role of a Waste Action Volunteer includes:

- Raising awareness of the issues of waste and the various ways to reduce it
- Encouraging people to move beyond just recycling, to carry out waste prevention behaviour.
- Promote the personal benefits of reducing waste, such as saving money and the environment
- Encourage people to actively reduce waste through activities such as composting, using real nappies, recycling and donating unwanted items
- Promoting the Leicestershire County Council (LCC) and Leicestershire Waste Partnership (LWP) waste prevention and recycling campaigns
- Promoting the sale of subsidised compost bins and food waste digesters

The supervisor / contact for this role is John Levison (Waste Action Volunteers Co-ordinator)

The main tasks and responsibilities will be:

In return for free training, free resources, paid expenses and ongoing support, Waste Action Volunteers will spend a minimum of 30 hours over 12 months promoting waste prevention and recycling in their local community. After the initial 12 month period Waste Action Volunteers can either continue in the scheme, committing as many hours as they wish or end their volunteering.

The promotional activities can be tailored to each Waste Action Volunteer's individual skills or areas of interest.

Activities can include:

- attending a variety of events
- giving demonstrations to friends, family, neighbours and work colleagues
- visiting schools or community groups to give talks about waste reduction
- blogging, tweeting, setting up a website or writing articles for local magazines and newspapers
- setting up displays at garden centres, village fetes and other community events to encourage waste prevention and recycling
- helping to develop community waste prevention and recycling schemes

Waste Action Volunteers will need to send any articles or editorial to the Volunteer Co-ordinator for checking before they are published.

Waste Action Volunteers will be responsible for filling in their expense forms and worksheets detailing where and when they have undertaken volunteering. Full training will be given on completing all documentation.

Benefits to the volunteer:

- become a waste reduction expert
- receive free training, resources and have expenses such as travel paid
- gain experience of working with a variety of new people and groups
- learn new skills and improve existing skills, including presentation and communication skills
- make new friends
- enhances CV
- very flexible hours
- builds confidence

Who is running the Scheme?

The Waste Action Volunteers Scheme is run by the Waste Management Department of LCC and is part of LWP's Waste Prevention Project. (LWP consists of 7 Leicestershire Districts and the County Council) The aim of the project is to introduce a series of measures which will reduce the amount of waste produced within the county. These measures will contribute to a more sustainable use of resources through both behavioural and operational change. The Waste Action Volunteers Scheme is an example of such a measure which it is hoped will reduce the amount of waste going to landfill.

The usual time commitment for this role is:

A minimum of 30 hours over 12 months, this includes preparation and travel time. The 30 hours can be spread over the 12 months or completed in an intensive block if more suitable. After the initial 12 months volunteers can choose to leave the scheme, or continue committing as many hours as they would like.

Waste Action Volunteers are able to volunteer at any time, weekends, weekdays, mornings, afternoons or evenings, although they must bear in mind that events tend to be held at weekends, and community groups often meet in the evenings. Although, as stated above, volunteers are able to choose how they would like to promote waste prevention and recycling, so can work around their own availability and interests.

Skills required:

None, as training will be given. Volunteers do not need to have experience in this field. Good communication skills and some knowledge or interest in waste prevention and recycling are desirable.

We are looking for a diverse mix of people of different ages, backgrounds, areas and abilities to reflect the communities that they will be working in to spread the waste prevention and recycling messages.

Support and Supervision:

The Waste Action Volunteers Co-ordinator, based at County Hall, Glenfield, directly supports and supervises the volunteers and is available to help with any problems. The Co-ordinator organises further training and networking opportunities, provides advice and information to volunteers, provides display materials and co-ordinates volunteer attendance at larger events.

All Waste Action Volunteers receive a manual at the training session which includes a variety of information. Additional information and task sheets will be sent to add to the manual. Resources such as posters and compost bins are also available to borrow for events etc. A quarterly newsletter is provided to all Waste Action Volunteers that includes lists of events, waste prevention or recycling related features and news from other Volunteers. Waste Action Volunteers get access to a website for further information on waste campaigns and specific information on news and events, as well as a discussion forum.

After Waste Action Volunteers have completed their 30 hours within the initial 12 months they will be invited to attend a graduation ceremony as a thank you and to celebrate their achievements.

Training:

The training will consist of a compulsory element (two days/four evenings) along with further optional modules which will be developed, subject to interest, on topics such as waste education, reuse, and real nappies.

The compulsory training will ensure that all volunteers have the same basic level of knowledge. The training will be broad based and cover the basics of waste prevention and recycling. It will give a background to all waste campaigns in Leicestershire as well as how to engage with the public and even an introduction to behavioural change.

Expenses:

As a general principle, volunteers should not be 'out of pocket' in volunteering for the Waste Action Volunteers Programme.

All travel expenses incurred when volunteering for the Waste Action Volunteers scheme will be paid for. This includes mileage, bus fares, parking etc.

Volunteers will need to complete an expenses claim form, with relevant receipts attached, (including VAT receipts for fuel). Training will be given on how to complete all paperwork.

Insurance Cover available:

Volunteers are covered by LCC's Public Liability insurance & Accident Cover.

Volunteers driving their own vehicle in the course of volunteering (including travelling to and from the location), will be subject to an annual check for their licence (must be UK), vehicle insurance, road tax and MOT. As Waste Action Volunteers will be paid mileage expenses all volunteers using their own vehicle for volunteering purposes must send a letter to their insurance company informing them of the fact they are a volunteer and will be paid mileage rates and ask them to indemnify LCC (A template letter is available to use).