



Post Title: Waste and Recycling Schools Advisor
Grade: F

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

To promote and implement recycling and waste reduction initiatives within schools across within Nottingham City. The Waste and Recycling Schools Advisor will work closely with school staff, students, and the wider community to educate and encourage sustainable waste management practices.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Develop and deliver engaging educational programs and workshops on waste management & cleansing issues (recycling, waste, and litter) for students and education staff in schools around Nottingham City, covering KS1-4.
2. Provide advice and support to schools on setting up and maintaining effective recycling systems, conducting regular visits to schools to monitor recycling practices and provide ongoing support and guidance.
3. Organise and participate in school events, assemblies, and activities, and Encourage and support student-led environmental clubs and projects to promote recycling and litter awareness.
4. Create and distribute educational materials, including posters, leaflets and digital content, tailored to different age groups.



5. Organise educational trips to waste management or other appropriate facilities to enhance the delivery of the Waste and Recycling Strategy agenda and lead and deliver occasional events for schools and members of the public.
6. Collect and analyse data on school recycling rates and develop and provide regular reports.
7. Stay updated on the latest developments in recycling and waste management policy, legislation, and council provided services, to ensure the provision of accurate and relevant advice.
8. To work within the wider Recycling and Waste Reduction team to promote engagement projects and deliver national campaigns into educational settings.
9. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
10. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.

Numbers and grades of any staff supervised by the post holder:

None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by: Waste and Recycling Reduction Manager

Date: May 2025



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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓		
Technical Skills and Knowledge	Familiarity with the National Curriculum and how to integrate environmental education.	✓	✓	
	Experience in creating educational content tailored to different age groups and learning styles.	✓	✓	
	Experience in educational outreach or teaching, preferably within a school setting.	✓		
	Ability to communicate at all levels verbally, in writing and using IT tools and digital channels as appropriate to a variety of audiences		✓	
	Ability to research and have awareness of upcoming recycling and waste management legislation and best practice and building such initiatives into service delivery		✓	
	Experience of partnership working and handling diverse and competing priorities within a constantly changing and politically sensitive environment	✓	✓	
	Ability to build positive relationships, engage and motivate education staff, students, and external partners.		✓	



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	Strong organisational skills and the ability to manage multiple projects simultaneously.		✓	✓	
	Occasional evening and weekend work may be required to participate in events and activities.		✓		
	Full driving license and Full UK driving licence and willingness to travel to various schools within the council area.		✓		✓
	Willing to undertake DBS and safeguarding checks as appropriate.		✓		✓
Qualification requirement	Appropriate technical and/or professional qualification or equivalent experience		✓		✓
A - Application	AC – Assessment Centre	D – Documentary			