

## Changeworks Volunteer Task Description

### WASTE WISE VOLUNTEER ROLE

#### PURPOSE OF THE ROLE

To help deliver the current waste projects.

These projects support residents across the city to reduce waste, prevent food waste, encourage reuse and recycling. Furthermore, the projects aim to improve communities by addressing recycling participation, litter, and fly-tipping in a creative and engaging manner.

Volunteers are regularly provided a list of upcoming events and tasks from our projects and can choose to be involved in one or all, projects depending on where their interests lie.

#### MAIN TASKS

We want to ensure that you feel valued in your role and to provide you with opportunities to develop your skills and experiences. Typical activities that we might ask our volunteers to carry out, usually alongside a member of staff, would include:

- Interviewing people about their waste and recycling habits on their doorstep or in public places
- Data entry
- Administration tasks
- Developing resources
- Monitoring and recording the number of bins presented on recycling days
- Assisting with the maintenance of our online resources including [the Reuse Map](#)
- Hosting a stall / attending a community event
- Engaging local businesses on a range of topics for example recycling and waste reduction
- Enabling positive behaviour change
- Delivering or supporting the delivery of a talk or a workshop to a community group

We have Covid-19 health and safety procedures in place. We will provide training for each of these activities as needed, and we will not make you do anything that you do not feel comfortable or confident with.

#### REQUIRED SKILLS, QUALITIES AND EXPERIENCE

- Good communication skills
- Enthusiasm to help spread the word about the benefits of reducing waste
- Good organisational skills
- Friendly manner

## DESIRABLE SKILLS, QUALITIES AND EXPERIENCE

- Experience of passing on information to others
- Giving talks/ workshops to groups

## WHEN AND WHERE

We have a flexible approach to volunteering and aim to offer a variety of opportunities that can fit around your life, as such we ask for a minimum of two hours per month.

Volunteering opportunities can take place at the following locations:

- At a local community centre or venue within the project areas
- At specific streets across Edinburgh
- At the Changeworks office at 36 Newhaven Road, Edinburgh, EH6 5PY

## TRAINING AND SUPPORT PROVIDED

### Training

Training is provided in a series of sessions delivered at Changeworks, and refreshers are given at the start of each event. Training includes information about Changeworks, background information about waste and food waste in Scotland, waste prevention and recycling information, how to engage with the public, as well as the support offered by the project and health and safety information.

### Travel expenses

Volunteers are encouraged to use public transport wherever practical for your volunteer activities. You will be fully reimbursed for your travel – please keep relevant receipts and make a note of the mileage and reason for your journey. If you use your own car to carry out voluntary work for the project then you can claim back a mileage allowance of 45p per mile. If you are using your bike, you can claim 20p per mile. Claims for travel expenses should be submitted monthly and payment will be made by cheque at the end of each month. If you are attending events with other volunteers or with members of Changeworks staff, please car share when possible.

### Other expenses

Changeworks will pay for other expenses only with prior agreement by the Volunteer Coordinator in **advance** of the activity involved, and in line with the Changeworks Expenses Policy. Details are available to volunteers on request and as required.

## COVID 19 PANDEMIC

Your health, safety and wellbeing is our highest priority. Prior to any volunteering opportunity a full risk assessment will be completed which is designed to ensure the safety of staff, volunteers and members of the public.

Any necessary PPE will be provided alongside mask and hand sanitiser. Physical distancing will always be maintained.

## NEXT STEPS

Please email your full name to [askLCC@changeworks.org.uk](mailto:askLCC@changeworks.org.uk) and we will be in touch with how to apply.

Low Carbon Communities Officer and Volunteer Coordinator,  
Isa Kristiansen-Bragg T: 0131 539 8566