



Job Description

Post Title: Recycling Collection Officer

Location: Blackburn

Contract: Full Time/Permanent

Salary: c£25k basic + £20 OTE

Directly reporting to: Network Production Manager

Functionally reporting to: Senior Management Team [SMT]

Responsible for the following personnel: TBA

A. Function of the Job

1. You will be the person council recycle centres, household clearance companies/ community event opportunities /charity shops/retail businesses across the UK will contact, when they have household goods and Bric-a-brac they no longer want or need. Due to your efforts and influence, they will choose to donate/offer to Clothes Aid first.
2. You will be responsible for sourcing unwanted, used, good quality household items and bric-a-brac in the quantities we need to meet the demand of our customers.
3. Combining your background and commercial knowledge of Recycling/*upcycling* with our in-house knowledge and experience, you will take a lead role – developing a charitable and profitable recycling collection network made up of charity donations [free household goods and bric-a-brac] alongside purchasing clearance goods from shops, retail outlets clearance schemes.
4. With the support of the Network Production manager and depot managers, the job entails developing a successful national recycling collection network; and coordinating the logistics of collecting goods from across the UK
5. You will create an interest and support for this initiative, ensuring all leads are followed up and essential plans are in place to grasp collection opportunities [whether free donations made to our charity partners or offers of *household goods at discounted sale prices]

We need a diverse range of *household products [from pots and pans, cutlery, golf clubs, ironing boards, Bric-a-brac, toys, and more].

B. Principal Accountabilities

1. Using a strategic approach to identify a range of sources from which household goods and bric-a-brac can be obtained
2. Setting up a) a national recycling collection network for the free charity donations; and b) a national recycling collection network suppliers list for commercial household goods we buy/ for sale
3. You will be accountable for establishing a strong, brand centered networking approach to all donation and donor enquiries.

4. You will be accountable for co-coordinating collections logistics across the UK

Using your knowledge, planning and data monitoring systems to set up a database providing key categories of information re network collection donors /clients Eg. Local authority recycling sites / charity shops/ chain stores/ retail outlet stores/, community group fetes and fare, household clearance etc

5. Keeping up to date with market opportunities and developing the kind of knowledge, systems and networks to build and develop accessibility to key product sources /ranges such as E.g. Retail shop ends of lines/ sales returns products that are no longer required.
6. This post involves a high degree of autonomy, it is a varied, challenging and a visible role, with contact with a range of people, from business executives to councillors and chief executive officers/ possibly involving media contact/public speaking.
7. As an ambassador for Clothes Aid and a high profile charity representative it will be your duty to act professionally, responsibly, honestly - with integrity and discretion when carrying out the duties and responsibilities of this post

C. Principal Responsibilities

1. Researching [a range of potential collection opportunities Eg. car boot days and house removal companies, community fairs etc. to source] and identify new donor suppliers, and initiating new schemes with local community groups etc.
2. Monitoring, implementing schemes Eg. Recycling centres throughout the UK
3. Collecting data, compiling statistics, reporting on potential and actual donation levels
4. Meeting potential donor suppliers, sourcing products Eg council recycling centres
5. Conducting field visits at potential collections points to ensure a full risk assessment has been carried out before collections take place
6. Working to 'best practice' principles and guidelines in order to maximise resources and reduce costs
7. Managing budgets, proposing initiatives
8. Working closely with P&R and marketing team for big one stop or special collections - promote initiatives through advertising and publicity campaigns; participate in promotional activities
9. Keeping up to date and complying with, recycling legislation/policy
10. From time to time recruit and train volunteers in community organisations.

D. Key Duties

1. The role is office based but a large portion of your time will be spent networking and visiting Bric-a-brac recycling and other recycling sites, attending meetings and from time to time delivering presentations
2. Planning, organising and delegating collections to the relevant Network area
3. Monitoring results and providing weekly reports to the Network Production manager/Management team.
4. Building up a network of charity shop and other retail outlets with the aim of collecting unwanted items /clothing from their chain of shops.
5. Once this role is established and results have been assessed if there is a need for support staff your role will be to manage and supervise personnel
6. Occasionally undertake travel for work across the UK /Europe
7. Occasionally working at the weekend for recruitment / networking/training purposes and attend training and learning and development activities and other events as necessary.

E. Core Competencies

The post holder will be expected to undertake their duties demonstrating the following:

A commitment to the company

1. Effective communication and positive influencing skills
2. A customer-focused attitude
3. An openness to change
4. An appreciation of equality at work
5. Leadership - as appropriate to the job roles and responsibilities
6. A spirit of team working. with colleagues across the organisation
7. Working efficiently and effectively and as a professional at all times

Please note

This is a description of the duties and responsibilities of the job at date of publication. The duties may change over time as requirements and circumstances change. The post holder may have to carry out other duties as may be necessary from time to time.