

## Job Description

**Post Title:** National Recycling Collections Manager  
All \*household items and Bric-a-Brac

**Contract:** Full Time/Permanent

**Location:** London/Blackburn

**Salary:** London c£40k + OTE expected earnings in excess of £60k pa  
Blackburn c£35k + OTE expected earnings in excess of £55k pa  
[Job status Senior Management Team –SMT] ]

**Directly reporting to:** Company Owner

**Responsible for the following personnel:** TBA

### A. Function of the Job

1. Due to your efforts and influence 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 items and Bric-a-brac they no longer want or need - they will choose to donate/sell to Clothes Aid
2. You will be responsible for producing a draft business plan to include key objectives and targets relating to sourcing unwanted, used, good quality \*household items \* [from pots and pans, cutlery, golf clubs, ironing boards, Bric-a-brac, toys, and more]in the quantities we need to meet the demand of our customers and where appropriate, at the best possible prices.
3. Combining your background and commercial knowledge of recycling with our in-house knowledge and experience, you will lead in developing a charitable and profitable recycling collection network made up of charity donations [free household goods and bric-a-brac].
4. In collaboration with[and the support of] the Clothes Aid Group Network Production manager you will coordinate 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 or purchasing from clearance schemes].

### B. Principal Accountabilities

You will be accountable for:

1. Using a planned and strategic approach to research and identification of 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 charity donations; and b) a national recycling collection network suppliers list for commercial household goods for sale
- 3a. Establishing a strong, brand centered networking approach to all donation and donor enquiries.
- 3b. Setting up a network of collectors, van drivers and storage to cover as many as 10 facilities as appropriate – 3 warehouse facilities are already available
4. Co-coordinating collections logistics across the UK using your planning and monitoring skills to set up database systems, to cover key categories of information donors /clients Eg. Local authority recycling sites / charity shops/ chain stores/ retail outlet stores/, community group fetes and fairs, 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 recyclable goods
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 a high profile company 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. Planning, researching and sourcing [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 planning and initiating new schemes with local community groups etc.
2. Putting plans into action -Implementing, monitoring a range of schemes Eg. Recycling centres throughout the UK
3. Collecting and analysing data, compiling statistics, reporting on potential and actual donation levels
4. Meeting priority 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 attending SMT meetings monthly

8. Working closely with P&R and marketing team for big recycling 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 in collaboration with Network Production manager, and other SMT managers
3. Monitoring results and providing weekly reports as required to key managers
4. Building up a network of donors Eg. 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 Recycling Collection personnel
6. 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.