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| Position title | Waste Awareness & Education Officer |
| Date | January 2025 |
| Line Manager title | Regional Manager |
| Grade | 11 |

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| Purpose |

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| Support in the delivery of the social value commitments that SUEZ make to our customers (Southend). These commitments are outlined in the South East Sustainability and Social Value Plan. Assist in delivering the wider commitment made by SUEZ to maximise its social, economic and environmental impact, benefitting local residents, communities and businesses. |

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| Key responsibilities |

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| * Formal monitoring and reporting of the delivery of our social value commitments, to your selected customers on at least a quarterly basis.
* Working closely and collaboratively with the operational management and support teams to deliver the commitments and to foster relationships with key stakeholders.
* Link with Partnership and Community Engagement Manager and SUEZ employees across the UK as requested to bring opportunities and expertise into selected customers and share successes and lessons learned across the business.
* Deliver specific social value activities to various audiences including workshops, tours and talks around education, employability, community engagement and environmental sustainability.
* Arrange volunteering opportunities for operational management and support teams linked to your selected customers
* Assist frontline staff to ensure activities are delivered to a high standard and recorded appropriately
* Enage with key stakeholders in the local communities to the operational facilities, reflecting and meeting local needs.
* Regularly review social value commitments, commiting to a philosophy of continuous improvement through stretch targets.
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| Skills |

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| * Ability to collect, analyse, interpret and communicate data, in a concise and professional manner, to customers and SUEZ teams.
* Effective project management and communications with internal and external stakeholders
* Ability to engage with a wide range of audiences including children, young people, people with disabilities, ex-offenders, older people and others.
* Relationship building with contacts with customers and partners (e.g. waste collection authorities).
* Risk analysis using contract performance frameworks.
* Ability to identify and exploit additional opportunities to add value across the contract(s).
* Report on progress of the social value commitments monthly.
* Expand the third sector network through engaging in partnership events
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| Behaviours |

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| * Professionalism in all communication.
* Relationship building
* Decision making
* Planning in the short, medium and long term
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| Knowledge |

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| * Understanding of social value initiatives and monitoring tools
* Understanding of third sector and good local links
* Understanding of the complex needs of our customers and local authorities in the South East
* Up-to-date knowledge of legislation/policy that may create new commitments.
* Understanding of the waste industry
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| Specific candidate requirements |

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| * Ability to travel in the Region
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| Qualifications |

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| * Equivalent of grade A-C in GCSE Maths and English Language
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**Please note:** The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.