



Coordinator, Recycling Programs

Job Description and Selection Criteria

Submitting an Application

To apply for this position please address **each of the essential and desirable criteria** and return your application and your CV to hr@planetark.org or PO Box R988, Royal Exchange, NSW 1225 by 30th January. If you have any questions feel free to call Wayne Foster on 02 8484 7212.

POSITION NAME	Coordinator, Recycling Programs
HPW	Full Time
SUPERVISOR	Manager, Recycling Programs

FUNCTION & PURPOSE

To work in association with the Manager of Recycling Programs to ensure the professional, timely and efficient development, delivery and evaluation of Planet Ark's recycling programs. These programs include: National Recycling Week; 'Cartridges 4 Planet Ark'; the RecyclingNearYou and BusinessRecycling websites and hotlines; and the Aluminium Can recycling campaign.

To maximise Planet Ark's profile as an innovative, pro-active and solutions-oriented environmental foundation and to maximise public awareness of, and community participation in, recycling and waste reduction programs.

PRINCIPAL DUTIES & RESPONSIBILITIES

- 1 Assist in, or coordinate, the development, production, distribution and evaluation of Planet Ark's range of recycling campaigns and services, including developing new resources, maintaining campaign records and providing administrative assistance.
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- 2 Develop and maintain relationships with campaign partners, sponsors, councils, and other key waste/recycling organisations.
- 3 Keep abreast of waste/recycling/resource recovery issues, programs, facilities, networks and legislation to ensure optimum relevance and exposure of Planet Ark’s messages, campaigns, programs and events, and to assist with the recycling hotline enquiries.
- 4 Handle enquiries from the public, media or industry bodies, as well as community, environment and corporate groups.
- 5 Assist with, or coordinate, the reviewing, updating and promotion of recycling-related information on Planet Ark’s suite of recycling websites and social media channels and assist with maintaining recycling-related databases.
- 6 Undertake research to assist in the preparation of articles, media promotion and campaign materials, and for the purpose of informed industry liaison.
- 7 Ensure compliance with Planet Ark’s HR manual.
- 8 Any other duties as reasonably directed by Management.

WORKING RELATIONSHIPS:

INTERNAL

CEO
 Management
 Staff
 Office interns and volunteers

EXTERNAL

Sponsors, retail partners and agencies
 Recycling industry bodies and representatives
 Councils – media officers, waste mgt officers
 Government bodies and representatives,
 General public, community and environment groups
 Graphic designers, printers, mail houses
 Corporate groups and businesses

Essential Criteria

- Relevant tertiary qualifications or experience working in the areas of education, social marketing, community development, communications, or similar related fields.
- Excellent verbal and written communication skills with the ability to tailor messages to a range of audiences, and strong interpersonal skills with a capacity for relationship management and diplomacy.
- Strong time management skills, with an ability to manage ongoing, concurrent tasks, work under pressure and meet tight deadlines, all with a fine attention to detail.
- High level of aptitude and computer literacy in generic packages such as Microsoft Office (especially Excel), email systems and familiarity with the Internet, website content management systems and databases.
- Must be able to work individually or as part of a team and take directions from others.
- Must be willing to undertake further related workplace training as required.
- **Desirable Criteria**
Understanding of recycling processes, waste management and resource recovery and an interest in working in the environmental field.
- A Class C driver's license.