

Partnerships Coordinator – Waste (stock) Management

Part time (18–21 hours a week) £30k pro rata.

You will act as the central link between Refresh and other organisations engaged in waste minimisation, including the Council and its contractors, but also with businesses, the BidCos, Bucks Business First and others. You will help us devise ways to increase our stock throughput, so that we can become a key partner in waste reduction locally, including building and developing our schools scheme and schools offering. This role focuses on accelerating our stock throughput, both in retail and through schemes such as our schools scheme, to allow us to increase our income and our contribution to waste reduction.

Key Responsibilities

- **Partnership & Stakeholder Management:** establish, maintain, and strengthen relationships with external waste partners, contractors, and local authorities so that we become an established partner in the waste reduction ecosystem.
- **Build business relationships:** build relationships within the local business community, rekindling relationships with our main suppliers and finding new suppliers of materials that we know our shop can save from being wasted.
- **Develop Schemes:** building on our schools scheme, identify and develop schemes that work to allow for greater throughput of stock and thus greater waste reduction.
- **Performance Monitoring:** establish how we can track our throughput, including identifying appropriate indicators, and put in place a monitoring system, so that we can report our waste reduction achievements.
- **Compliance and Risk:** maintain compliance with environmental legislation and reporting standards, ensuring all waste data is accurate.
- **Project Management:** lead or support specific waste reduction projects that will be part of our portfolio of waste reduction approaches.

Required Skills and Qualifications

- **Waste Sector Knowledge:** strong understanding of the waste sector, and insight into how an upcycling centre/scrap store can play an active role within that context.
- **Partnership Building:** demonstrated ability to influence stakeholders, working collaboratively using negotiation skills that foster trust with substantially larger organisations.
- **Communication Skills:** excellent written and verbal communication, with the ability to engage both with those in the industry, and businesses as they learn about the power of the circular economy.
- **Data Management:** experience at keeping accurate records in a format that allows for easy reporting.
- **Education/Experience:** degree in Environmental Management, Sustainability, or a related field, or significant relevant experience.
- **IT Proficiency:** competence in Microsoft Office Suite (Word, Excel, PowerPoint) and data analysis tools. Ability in, or to be trained in, use of social media.

Partnerships Coordinator – Person Specification

Experience & Knowledge

- **Required:** good understanding of how the waste sector operates.
- **Required:** demonstrable understanding of the Circular Economy and its benefits.
- **Required:** ability to build and maintain relationships with external partners and suppliers.
- **Desired:** direct work experience in the waste management or recycling sector.
- **Desirable:** understanding of waste and recycling reporting techniques and tools.
- **Desirable:** understanding of regulatory waste and environmental requirements within the waste sector.

Skills and Abilities

- **Relationship Management:** ability to communicate and build beneficial relationships with current and new external partners.
- **Opportunities:** ability to identify opportunities, evaluate and present to trustees for consideration.
- **Data Analysis & Systems:** good level of IT literacy with ability to develop reporting tools to show the impact of waste management initiatives.
- **Financial Acumen:** ability to identify and develop financial and environmental impact reporting protocols.

Personal Qualities

- **Attention to Detail:** conscientious approach to planning and timelines, organised with a keen eye for detail.
- **Adaptability:** proactive problem solving mindset with the ability to thrive in a busy environment while maintaining a professional demeanor.
- **Customer-Focused:** approachable and friendly with the ability to build strong professional relationships within the organisation and with external partners.
- **Team Player:** Willingness to work collaboratively with trustees, colleagues and volunteers.

Please send your completed CV and cover letter to jobs@refreshwycombe.org.