

City to Sea: Connecting our Actions to our Oceans



National Coordinator, Refill Campaign

48 week Contract, BRISTOL

24hrs p/wk – flexible working hours

April 2018 – March 2019

£25.00 p/hr – *CLOSING DATE 12:00AM (Midnight) 18/03/17*

About the role:

Refill is City to Sea's national, practical drinking water campaign that aims to make refilling your bottle as easy, convenient and cheap as possible by connecting you to taps and fountains wherever you are. Launched in Bristol in 2015, the scheme has grown from a pilot into a national scheme with over 3000 refill points on our free app and 17 live schemes across the UK. As the campaign grows, we're looking for an experienced, dynamic National Coordinator to support the England-wide rollout of Refill in 2018/2019. It's an exciting time for us as an organisation and the role will be very rewarding for whomever fits the description!

Major Responsibilities:

- ✦ Work closely with the Refill Programme Manager to set overarching strategy and targets.
- ✦ Formalise an agile timeline of deliverables for Refill England along with City to Sea's Programme Manager.
- ✦ Identify and formalise key areas of operation; Cities, towns and communities, then support Regional Coordinators to deliver these objectives.
- ✦ Oversee all four Regional Coordinators with access to Refill London Coordinators.
- ✦ Communicate and help coordinate the Media Strategy alongside the Marketing Manager and other members of the core team.
- ✦ Develop 'best practice' to help Regional Coordinators build relationships with local institutions (Universities, Councils and Chamber of Commerce's / BIDs etc) and local influential organisations including but not limited to; Water Companies, Waste and Recycling companies.
- ✦ Identify partner organisations and build networks with all organisations with similar/overlapping goals to be a part of Refill England's success. For example: Environmental and Conservation charities, businesses and not for profits.

Essential Skills:

- ✦ Project Management (ideally experience using Asana and/or Agile Project Management / Sprints)
- ✦ Leadership skills
- ✦ Exceptional organisational skills
- ✦ Campaigning
- ✦ Volunteer management
- ✦ Strong written communication skills
- ✦ Waste or Reuse Initiatives / Plastic Campaigning experience
- ✦ Presentation skills
- ✦ Social media

Qualifications:

- ✦ Minimum of two years Project Management experience
- ✦ Minimum of two years Leadership / Coordinator experience
- ✦ Previous experience in Waste/Resources or working with a non-profit
- ✦ Experience working in deadline-driven environments

About you:

We're a small team running fast-paced campaigns, so we're looking for someone who's ready to jump in head first! Being professional is important to us, but we actively encourage a creative, playful approach to tackling a serious issue.

About us:

City to Sea CIC is a Bristol-based not-for-profit campaigning organisation focused on preventing plastic pollution at source. Find out more about us here: www.citytosea.org.uk.

**TO APPLY PLEASE EMAIL CV & COVERING LETTER TO:
nat@citytosea.org.uk BY 12AM (midnight) SUNDAY 18th MARCH
www.citytosea.org.uk
www.refill.org.uk**