

City to Sea: Connecting our Actions to our Oceans



Southwest Regional Coordinator, Refill Campaign

48 week Contract, Bristol or work-from-home.

24hrs p/wk – flexible working hours

April 2018 – March 2019

£18.75 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 reduce plastic pollution by making refilling your bottle as easy, convenient and cheap as possible! Through our free rewards app and bright, friendly stickers in windows, Refill connects 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 app and 17 live schemes across the UK. As the campaign grows, we're looking for four proactive Regional Coordinators to support the England-wide rollout of Refill in 2018/2019. This will be a busy, people-facing and community focused role, as our Regional Coordinators will be the first point of contact for any enquiries for Refill in the region.

RESPONSIBILITIES

Coordination:

- ✦ Formalise an active timeline of deliverables for local Refill schemes along with Refill's National Coordinator (NC).
- ✦ Identify and formalise areas of operation; Cities, towns and communities, then with 'Local Coordinators'; high streets, communities, transport hubs and commuter routes (for example).
- ✦ Coordinating postage of stickers, posters and other materials.

Project Management:

- ✦ Ensuring the materials are correct and allocated in an efficient and sustainable manner.
- ✦ Ensuring new Refill Stations are correctly added onto the app.

Social Media / Marketing:

- ✦ Coordinate local Media Strategy alongside the Refill Marketing Manager, local partner organisations and our NC including messaging, content and timelines.

Network Building:

- ✦ 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. Build networks with all organisations in the Southwest Region with similar/overlapping goals to be a part of Refill's success. For example: Environmental and Conservation charities, businesses and not for profits.
- ✦ Work closely with your Local Coordinators (voluntary and paid) and the NC for most efficient results.

Enabling:

- ✦ Provide your Local Coordinators and volunteers with all materials and support needed to run local community based Refill schemes. These materials are in the Regional Coordinator (RC) Materials Pack/Folder and it is up to the RC as to what level of information the LCs require.
- ✦ Provide support, encouragement and advice to LCs and local champions whenever required.
- ✦ Encourage and facilitate targeted 'sign-up' drives (aka 'Action Days').
- ✦ Keep the initiative upbeat and enjoyable for all concerned!

Admin:

- ✦ Maintain spreadsheets of: Local Coordinators, local champions, councils, and organisations, influencers and named contacts.

- ⤴ Timelines, targets, milestones and achievements.
- ⤴ Report on press and media hits.
- ⤴ Report writing (format provided).

Stakeholder engagement:

- ⤴ Work with City to Sea and sponsors to ensure targets and needs are being met and that communication of activities and timelines are clearly understood.

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
- ⤴ Presentation skills
- ⤴ Social media

Qualifications:

- ⤴ Minimum of one year Project Management experience
- ⤴ Minimum of one year Leadership / Volunteer Coordinator experience
- ⤴ Ideally with 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. You'll be working from home so you'll need to be self motivated, happy working alone and great at communicating via email and group communication channels like Slack.

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:
gus@citytosea.org.uk BY 12AM (midnight) SUNDAY 18th MARCH
www.citytosea.org.uk
www.refill.org.uk**