

JOB DESCRIPTION



Pilot Project for Organic Disposal in Hamilton

POSITION:	Contractor
REPORTS TO:	Waikato Environment Centre Manager Katherine Hay
LINKAGES TO:	Hamilton City Council – Gareth Cartwright Waikato Regional Council - Marianna Tyler
LOCATION:	1 ST Floor, 25 Ward Street, Hamilton

The Waikato Environment Centre is a Charitable organisation governed by the Waikato Environment Centre Trust. The Trust 's continuing mission is to be: 'a voice for the environment; a centre for environmental learning and action; and a support base for volunteer environmental groups'.

We have received funding from Hamilton City Council and Waikato Regional Council to undertake a pilot project over a nine month period:

A trial of food waste diversion systems in Hamilton's central business district.

Skills and experience

- Current Driver's license
- Excellent communication skills.
- Strong organisational and management skills.
- Sound understanding of the concept and philosophy of sustainability and a good working knowledge of environmental issues, particularly around waste.

Personal Attributes

- A commitment and interest in environmental issues and the principles of sustainability.
- Enthusiasm and dedication.
- Self motivated and able to work independently.
- Strong people skills, able to interact with a wide range of people and groups.

Term of Contract

- Starting date: August 2013
- Finish 30th May 2014
- The position is based on the equivalent of 100 hours total
- Remuneration: \$45 per hour

Job Purpose

To undertake a trial in the CBD in Hamilton to evaluate two systems for organic disposal

To assess the current food waste collection service in the wider Hamilton City area to evaluate issues and opportunities. This will include:

- THREE workshops to business representatives to introduce the project and recruit for involvement in trial.
- Work with businesses or building owners in three localities to establish most suitable method of organic disposal: either worm farm(s) or organic collection service, and conduct trial for an eight month period.
- Evaluate the viability of establishing a community enterprise for maintenance and collection of organics in the CBD
- Identify resources required to improve business/staff engagement including development of educational materials /signage in different languages (as required) and necessary infrastructure for business owners and staff.

Upon completion of programme of services above, provide a report that includes:

- the organisations that participated in the trial
- an indication of the volume of food waste diverted
- a discussion on areas of the trial that worked well as well as those that didn't.
- recommendation as to the viability of a community enterprise.

Stakeholders – HCC, WRC , WEC Trust

Partners: TransPacific Industries (Waste Management) , Low Impact Ltd, Conscious Consumers programme, businesses/building owners, Migrant Resource Centre

Primary Duties and Responsibilities

1. Consultation with stakeholders and partners about project terms of reference for project.
2. Identify areas/buildings to establish 3 **new** organic waste collection systems.
3. Survey and audit businesses using **current** food waste collection (x15 businesses)and consult with TPI around existing services,and issues and opportunities.
4. Organise 3 workshops for producers of organic waste (food outlets and buildings – either owners or business owners/managers in the buildings).
5. Organise purchase and set-up of bins in chosen areas and establish systems with businesses.
6. Develop printed and online educational materials (scope what is already available) in English and other appropriate languages. (through Migrant Resource Centre).
7. Fortnightly report to the Waikato Environment Centre manager.
8. Write report outlining recommendations.

Please send your application and CV to Katherine Hay
katherine@envirocentre.org.nz

Closing Date 23th August, 2013