



**wasteaid**

**Network Director – People’s Circular Economy Network**

**WasteAid**

**Recruitment Pack**

**June 2020**

# Letter from our Chair of the Board of Trustees, Sarahjane Widdowson and Chief Executive Officer, Ceris Turner-Bailes

Dear Candidate

Thank you for your interest in the role of Network Director at WasteAid.

This is an exciting time to be joining WasteAid and working with us as we build our capacity for significant growth of and greater impact for our work. We are looking for an experienced programme director for this new post of Network Director, leading and managing a major, two-year partnership between WasteAid and our project funders, Huhtamaki in what is a ground-breaking new international partnership for the charity.

Our ideal candidate will provide the experience we need to lead and manage this new project, developing and managing programmes in three new countries for WasteAid (India, South Africa and Vietnam) alongside an innovative digital platform to share learning and good practice in recycling and waste management for community organisations worldwide.

We are looking for someone who matches our values, has strong international development experience and a passion to make a difference for vulnerable communities in developing countries and tackle the scourge of plastic waste as a contribution to addressing the Climate Emergency.

If this sounds like the right role for you, then please get in touch and apply. We look forward to hearing from you.

**Sarahjane Widdowson**

**Chair, WasteAid**

**Ceris Turner-Bailes**

**Chief Executive Officer, WasteAid**

# Our vision, mission, values and objectives

## Our vision

*Our vision is a world with equal access to waste services for all.*

Helping communities and governments manage their waste properly is vital if we are to achieve the Sustainable Development Goals. Waste management has a powerful and positive impact on people's well-being.

## Our mission – fighting poverty, pollution and climate change

**Around 1 in 3 people globally don't have decent waste management.** Pollution caused by waste harms people's health and the environment and damages the local economy. In contrast, an affordable waste management system is relatively simple to implement, improving the environment, creating jobs and protecting public health – particularly for children.

**Plastic pollution in the marine environment** is of major global concern, and WasteAid is helping tackle this global problem. We work with upstream and coastal communities to set up small recycling centres and help keep plastic out of rivers and the oceans. We also share skills in managing organic waste, helping people make the most with their resources.

**Open dumping and burning of waste releases climate change emissions,** contribute to both short-term and long-term impacts. Black soot from burning and methane from open dumping are of special concern. We offer communities a safe and sustainable alternative to dangerous dumpsites and toxic air pollution.

## Our values

Our founding principles come from our origins in the waste management industry, which itself grew out of the public health movement in the UK in the late Victorian era.

We believe in equality of access to decent public health for all people and advocate the role of good waste management to achieve this.

We are inclusive and empowering of the communities in developing countries that we seek to serve and support.

We believe in the power of appropriate technology transfer, training and skills development to create livelihoods and reduce pollution.

We are collaborative and work in a collegiate spirit with all partners and funders.

## **Our objectives**

Our objectives are to:

**Inspire and inform** communities and individuals who want to improve how waste is managed in their communities and encourage them to act.

**Support** and help communities use waste management to protect public health, reduce pollution and create sustainable livelihoods.

**Campaign** to increase awareness of the problems caused by open dumping and burning and the urgent need for change.

We achieve these objectives by ensuring that we have:

**Financial sustainability** for our organisation and securing our ability to grow our impact.

**Good governance** for our charity which includes legal compliance, risk management, safeguarding, health & safety and robust oversight.

**Strong capacity** – continuous development of our people and securing greater breadth of experience within our team and strong engagement with associates and partners.

# Our priorities for 2020-2023

## Highlights of our recently refreshed Strategy

In November 2019 we consulted a broad range of stakeholders to help shape our 2020-23 strategy. Feedback suggested WasteAid is going in the right direction, and over the coming three years should:

- Focus on developing sustainable livelihoods through community-level interventions.
- Address all common waste streams.
- Build on projects in Africa but do not exclude opportunities to partner with organisations elsewhere.
- Empower communities to act themselves (through campaigns and waste management activities).

We will continue to campaign to encourage the donor community to increase spending on waste management from 0.3% to 3% of international aid.

We recognise that **dynamic partnerships amplify our impact**, so we will continue to:

- partner with established groups in lower- and middle-income countries to share skills and knowledge about local and low-cost sustainable waste management.
- support other international non-governmental organisations to build their capacity using evidence-based approaches to sustainable waste management.
- cooperate with individuals and businesses who want to help address the global waste crisis.

We will maintain a **geographical and thematic focus**:

**Primary focus:** We will continue to build on our two-year UK Aid grant-funded projects in West, East and Central sub-Saharan Africa, developing these partnerships as regional hubs of expertise / training centres and developing networks of practitioners. Pursue opportunities to develop additional grant-funded initiatives in these geographical regions.

**Corporate partnerships and service delivery:** We will work with others to deliver training and capacity building programmes in any community in a lower- or middle-income country that does not have an effective waste management service (where open dumping and burning are the norm).

**Online resources:** We will seek to inspire communities to act and to advocate for sustainable waste management in achieving the Sustainable Development Goals, through providing free and accessible online resources and engagement.

## **Our new programme – the People’s Circular Economy Network**

The People’s Circular Economy Network is an exciting new partnership between WasteAid and our sponsor, Huhtamaki.

**Introduction** - Global sustainable food packaging leader Huhtamaki are investing €900,000 (£800,000) in this partnership to drive community-level circular economy innovation in Vietnam, India and South Africa for a two-year period. To mark its 100-year anniversary, Huhtamaki is donating €3 million to global sustainability initiatives with a local impact – acting today, educating for tomorrow and funding innovation for the future, making a difference where it matters most to help address global sustainability challenges and build circular economy initiatives.

The Huhtamaki funded project will provide financial support to WasteAid to deliver education and training on waste management and circular systems. It will enable WasteAid to work with key stakeholders in Johannesburg (South Africa), Ho Chi Minh City (Vietnam) and Guwahati (Assam, India) to fast-track and amplify local solutions that create value and reduce waste and pollution, in line with the UN’s Sustainable Development Goals.

**The project** – WasteAid will bring its expertise in sustainable waste management to share skills, develop business ideas and create end-markets for recyclable materials, driving innovation and developing a new generation of green entrepreneurs locally. The two-year programme will be focused on educating diverse local communities via a cloud-based learning platform, networking events, training programmes and will seek to inspire innovative sustainable solutions through local innovation competitions. The programme will accelerate knowledge transfer and cultivate great ideas within communities most affected by poor waste management. Developing alternatives to dumping and burning of waste makes homes more liveable, reduces health problems and builds stronger local economies.

## How to Apply

If you are interested in the opportunity to become our Network Director, then your application should comprise a CV with details of your experience and achievements, together with a supporting letter (of no more than two sides of A4) which addresses the Person Specification. Please also indicate salary expectations in your covering letter.

If you would like an informal discussion about the opportunity, please email [netdir.recruitment@wasteaid.org](mailto:netdir.recruitment@wasteaid.org) and a member of staff will be in contact to arrange a call with a senior member of the team.

Applications should be sent electronically to [netdir.recruitment@wasteaid.org](mailto:netdir.recruitment@wasteaid.org) no later than **12noon on 1<sup>st</sup> July 2020.**

We will endeavour to contact everyone who has applied, but only those being short-listed for interview will be contacted in the immediate first instance. References will be taken up after first stage interviews, before the second stage. Please advise us if there are any issues with this.

## **Timetable**

Application closing date:	<b>12 noon, 1<sup>st</sup> July 2020</b>
Notification of successful short-listing:	<b>Monday 6th July 2020</b>
First stage telephone interviews:	<b>Friday 10th July 2020</b>
Second stage panel interview:	<b>Monday 20<sup>th</sup> July 2020</b>

No agencies please.

[www.wasteaid.org](http://www.wasteaid.org) has more information on the work of WasteAid.

## **WasteAid**

**UK Registered Charity 1160263**

**Registered Address: 483 Green Lanes, London, N13 4BS, United Kingdom**

**Office Address: 8 Zealds House, 39 Church Street, Wye, Kent, TN25 5BL, United Kingdom**

## **WasteAid Network Director (People's Circular Economy Network) - Job Description**

**Location:** Flexible within UK, with travel to project locations.

**Reporting to:** Chief Executive Officer

**Line management:** 3 x Project Managers in Johannesburg, Ho Chi Minh City and Guwahati, 1 x Digital Guru and Systems Administrator

**Salary:** Competitive within the sector

**Hours of work:** Full-time 5 days per week (37.5 hours) with daily flexibility. A 4-day week may be considered for the right candidate.

### **The People's Circular Economy Network**

This programme is being funded and sponsored by Huhtamaki Group, a global food packaging specialist, headquartered in Espoo, Finland. Its products include paper and plastic disposable tableware, such as cups, plates and containers for quick service restaurants, coffee shops, retail stores, caterers and vending operators.

**Expected Outcome.** The People's Circular Economy Network is a self-sustaining global network of individuals and groups working to produce innovative circular economy solutions to the waste that blights their lives. There are three hubs (South Africa, Vietnam and India) where training, ideas exchange and demonstrations take place

### **Programme Aim:**

A two-year project to create a movement of leading individuals and groups that want to clean their communities and create wealth from waste.

### **Objectives:**

**DEVELOP: Develop an online network for community based Circular Economy Entrepreneurs around the world**

**CREATE: Create three local networks of community waste managers**

**CONVENE: Convene regional intensive workshops for learning, sharing and pitching ideas**

### **1. Online Circular Economy Network**

An online network for community based Circular Economy Entrepreneurs around the world, with networking tools to allow groups and individuals to upload and share their activities and learning provide online training webinars for network members.

### **2. Community networks of waste managers**

Three local networks of community waste managers, providing events, seminars and conferences to bring them together to share ideas, bringing in WasteAid technical trainers and providing practical sessions on business development and development of end-markets for recyclables<sup>3</sup>.Regional Workshops.

### **3. Regional Workshops**

Regional intensive workshops in strategic locations where we identify and bring together the most dynamic environmental entrepreneurs to learn, share and hone their ideas on how to provide sustainable food packaging, culminating in a Dragon's Den type event where they present their ideas. With grants, mentoring and technical support given to pilot the most promising ideas

### **Position Description**

The Network Director will provide overall technical and administrative leadership and expertise across the programme. S/he will serve as the primary liaison with the sponsor and funder Huhtamaki and WasteAid on programme strategy, management and technical matters. The Network Director will be responsible for management of all aspects of activity implementation in meeting the objectives of the programme including, but not limited to, technical, administrative,

operational, and logistical management of project activities and reports directly to the Chief Executive Officer of WasteAid. The Network Director will take a leadership role in coordination between the 3 project hubs and key stakeholders, as well as being a key focal point for the funder. The Network Director will be a key member of the programme steering committee. More specifically, the duties and responsibilities of this position fall into three broad categories: Leadership, Operations, and Administration. S/he will be responsible for:

### ***Strategy and Vision***

- Set direction by prioritising and organising actions & resources to achieve objectives and contribute to each country hub's strategy development;
- Develop, facilitate and organise activities across the 3 hubs, identifying key stakeholders and convincing them to become involved;
- Recognize opportunities for innovative action and create an environment where inclusivity and innovation is key to tackling the waste issue and in promoting the circular economy
- Impact: select strategies and partnerships that most effectively contribute to the objectives of this project

### ***Leadership***

- Provide technical support and oversight to all activity staff and consultants/ contractors;
- Coordinate with other senior program managers on strategic project management;
- Develop, inspire and enable a team of professionals to deliver high-quality results, and effectively manage human resources, finance and support functions
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence;
- Provide team members with information, tools and other resources to improve performance and reach objectives;

- Contribute to country team-building efforts, help team members identify problem solving options and ensure the integration of all team members into relevant decision-making processes;

### ***Programme Management***

- Oversee the planning and high-quality, timely execution of this programme;
- Plan for and execute robust monitoring and evaluation of programme outputs and outcomes;
- Ensure cost-effective delivery of donor commitments;
- Ensure high quality and timely donor reporting;
- Oversee all financial affairs of the project, including budgets, adherence to effective internal financial controls and review of monthly financial reporting;
- Ensure participation and compliance with all WasteAid and client corporate processes;

### ***Representation***

- Communicate effectively to ensure overall project targets and client obligations are met;
- Establish and foster relationships with a broad network of donors, practitioner's government representatives and business leaders, assimilating and contributing to new developments relevant to the programme

### **Person Specification**

- Degree level (ideally Masters) in Business, International Development, Economics, Public Policy, Environmental Sciences or other relevant field.

- At least 8 years of relevant professional experience in International Development or international programme management, including experience in environmental or economic development issues and private enterprise development.
- Demonstrated ability to successfully lead and manage challenging projects involving both public and private sector stakeholders.
- High level of leadership, interpersonal, technical and analytical skills, including a demonstrated ability to interact effectively and collaboratively with a broad range of public and private sector counterparts and other key stakeholders.
- Prior experience working in innovation and technology when applied to emerging markets or low-income countries.
- Work experience in Asia and/or Africa
- Prior experience applying market systems and facilitative approaches.
- Excellent management and communication skills.
- Passionate about market-led approaches and helping the poor improve their livelihoods.
- Strong focus on results.
- Ability to travel up to 20% of time
- Understanding of, and empathy with, the core values of WasteAid

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