



Project Coordinator for Stroud District Action on Plastic (SDAP)

Closing date: Friday 24th of May

Interview dates: Monday 3rd June and Monday 10th June 2019

Applications: Please send your CV, two named references and a covering letter to Claudi Williams at sdap@transitionstroud.org. For more information about the role you can contact Claudi on 07789 538573

The role

We wish to recruit a competent and self-sufficient, part-time project coordinator for a period of 3 to 6 months or longer if our fundraising activities are successful. This post provides an excellent opportunity for someone with an interest in sustainability and wishing to make a real impact in the community. Good communication and organisation skills, as well as computer literacy and a working knowledge of social media, are essential. It would be beneficial if the post holder comes with some previous experience of partnership engagement and project management.

The focus of the role is on achieving 'Plastic Free Community' accreditation by Surfers Against Sewage for the whole of Stroud District. Essentially, the work requires engaging businesses, organisations, schools, civic institutions and individuals to sign up to the scheme and supporting them throughout the accreditation period. Targets and objectives will be set out in detail and agreed at the beginning of the contract. Training and resources will be made available as required.

The project coordinator will report to the SDAP Action Group Leader for Transition Stroud and may also engage with members of the SDAP Strategic Group. The postholder will be engaged on a self-employed basis, to work for an average of 15 hours per week for £12 per hour and will be required to provide their own laptop and any IT requirements. The post holder will be based at the Stroud District Council office at Ebley Mill and/or working from home. There is flexibility on the location and on days of work, but to provide a regular point of contact, the preferred working arrangements will need to be confirmed ahead of starting in post.

A Transition Stroud action group www.transitionstroud.org. Transition Stroud belongs to the Transition network – a movement of 1,000 communities and towns in 50 countries around the world.

Registered Address: The Exchange, Brick Row, Stroud GL5 1DF

The main objectives of the Project Coordinator role are as follows:

Communication and data management

Engaging with lots of people and groups, including councillors (at District, Parish and Town level), Stroud District Council officers, community groups, businesses, youth groups, interested individuals, which will involve developing relationships and maintaining data management systems.

Presentation and creative resources

Producing engaging resources (with the support of the Strategic Group and Surfers Against Sewage team) for talks and information about Stroud District Action on Plastic that can be shared with local groups.

Event organisation

Making arrangements for meetings, involving interested parties from across the District.

Fundraising and future projects (TBC)

Identifying options to secure additional funding and engaging with the Strategic Group on future research opportunities.

In your CV and at interview, we will be looking for experience and examples from your previous roles, in relation to the first three objectives above.

About us

Stroud District Action on Plastic (SDAP) is a [Transition Stroud](#) action group run by volunteers. We formed in 2017 and have a database of 140 subscribers and over 500 facebook members and a strategic group to set targets and objectives. We recently changed our name from *Stroud Valleys Action on Plastic* in order to broaden our activities and work more closely with the civic sector. We run a drop-in meeting once a month and are active across three spheres:

- **Individuals:** We support individuals to eliminate single-use plastic at home by sharing practical solutions, organising workshops, talks and campaigns. We network with other groups and individuals in the local area that share our aims.
- **Businesses:** In addition to supporting our local plastic-free/eco shops, markets and food co-operatives, we are opening conversations with businesses across the district to reduce single-use plastics. We have joined the national Refill scheme (Refill Stroud) in which shops, restaurants, cafes and other venues can take part. We are also helping local festival organisers to become single-use plastic free.
- **Civic institutions:** We are helping Stroud District Council to implement a motion passed in April 2018 to become single-use plastic free. We have registered with Surfers Against Sewage for the plastic-free community accreditation which provides a useful structure for this purpose. See here for more information: <https://www.sas.org.uk/plastic-free-communities>

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