

## JOB DESCRIPTION

### Communications Project Manager

Behaviour Change Communications | Waste Management

**£19,000 to £23,000 plus commission**

Essex (or home based)

#### About EnviroComms

EnviroComms is an award-winning specialist public awareness and behavioural change communications firm working exclusively in the waste management, environmental and economic development sectors. We combine deep waste sector insight, strategic marketing communications and behavioural change expertise coupled with in-house tactical and creative services.

In the UK, we've worked with over 140 Local Authorities and government institution clients and have been at forefront of the country's transition towards a circular economy society. It is estimated that the habits, attitudes and behaviour of over half of all UK households (approximately 12million homes) have been positively influenced by the work we do.

Globally, we've worked in over 20 countries developing local, regional and national awareness programmes supporting existing or developing strategic plans and policies.

Our services include complete campaign development and integration, direct engagement (doorstepping and events), surveys, digital outreach including social media, strategic communications planning and tactical services (graphic design, print, direct mail, PR, video, experiential marketing, special education projects, etc.).

#### About the job

The Communications Project Manager role is to provide a wide range of supportive measures to the projects we deliver. The principle area of focus will be upon data; developing the spreadsheets that will enable accurate performance tracking, processing acquired data, analysing that data as well as managing our tablet-based remote data collecting tool. Beyond this, work will include managing work-flow for creative applications and support in organising events and various field activities,

This is a dynamic role. Rarely are two days alike. On one, you may be helping to write winning tender for our next project, the next you could be training a team of doorsteppers, assisting the filming of an educational video shoot or helping to organise a clean-up on a Mediterranean beach.

Regardless of the assignment, you'll be contributing to the delivery of projects that lead to more recycling, less contamination, less waste or any other positive shift in behaviours in how people deal with their waste.

You'll be working with some of the best creative minds and strategic thinkers in the business and alongside a global network of associate consultants that inspire progressive and effective development in the waste sector.

**Specific responsibilities include (but are not limited to):**

- Supporting the Project Director
- Development of data processing and analysis tools
- Assessment and analysis of acquired data and information
- Leading on the management of our tablet-based remote system
- Managing internal work-flows
- Supplier management and liaison
- Contributing to the preparation of tenders and proposals
- Contribution to the development of project concepts
- Working with the design team to develop creative concepts
- Attending client meetings
- Managing project budgets
- Billing and project administration
- Provision of field support

**Experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Insight of the Municipal Solid Waste Management and/or Environmental sectors gained from either the Consultancy / commercial side or within Local Authority or other public institution (or a willingness to learn this subject!)</li> <li>• At least one year's experience developing and delivering public outreach initiatives in a waste management context or similar.</li> <li>• You will have proven expertise in the processing and management of communications based data</li> <li>• You will have at least one year's experience in managing and supporting marketing communication campaigns</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an environmental communication agency.</li> <li>• Exposure to and an understanding of the processes of Behaviour Change.</li> <li>• Educated to degree level with strong focus on marketing, media and communications.</li> <li>• Involvement in field operations and remotely delivered projects (such as doorknocking).</li> </ul>

**Skills**

Essential	Desirable
<ul style="list-style-type: none"> <li>• A detailed knowledge of Excel including the use of pivot tables and data processing.</li> <li>• Strong data and analytical skill, ideally within a research context</li> <li>• Excellent written English.</li> <li>• Fully conversant with all MS Office software.</li> <li>• Capacity to manage several projects at the same time.</li> <li>• Capacity for creative and lateral thinking.</li> <li>• A fastidious attention to detail.</li> <li>• Capacity to work both as part of a team and under your own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Mac based operating systems.</li> <li>• Creative development skills (conceptualisation, copywriting, graphic design, etc.).</li> <li>• Experience and skills in training delivery would be advantageous.</li> <li>• Additional language capacity, particularly French.</li> <li>• A good understanding of digital marketing including CMS and Social Media.</li> </ul>

**Personal attributes**

EnviroComms thrives on our drive to deliver the very best solutions for our clients. We often go over and beyond expectation and what truly motivates us are the outcomes our projects deliver for our clients and the positive benefits this leads to for the communities these projects target.

For you to thrive at EnviroComms, you'll need to have the same outlook and the same dedication to excellence. A 'can-do', 'will-do' attitude is essential.

**The Package**

Hours of work:

Monday to Friday. 9.00am to 5.30pm As is the nature of this type of job, additional working hours will be required from time to time and flexibility will be required to accommodate the requirements of our clients. Overtime is not payable but time-off in lieu applies.

Place of work:

The role is based at our office in Basildon, Essex. Our clients are widely dispersed and a high level of travel is expected with this role, including occasional overnight stays. International travel may also be required.

Car:

You will be remunerated for the use of your car for company business at the prevailing approved HMRC rate for the make and model, or a leased car will be provided if this is deemed more suitable

NB: Applicants must hold a full current UK driving license

Expenses:

All reasonably incurred business expenses are reimbursed monthly in arrears following submission of receipts and approval from line manager.

Salary:

The salary range applicable is £19k - £23k to be discussed upon offer and subject to skills and experience. Standard Work Place Pension arrangements apply.

Commission:

An uncapped commission is paid based upon a percentage of the gross profit achieved on quarterly billings and new business wins which you have been responsible for.

Holidays:

22 days annually plus usual bank holidays, increasing by one day annually for each year worked to a maximum of 25 days.

**Interested?**

If you would like to know more about EnviroComms, please visit:

[www.envirocomms.com](http://www.envirocomms.com)

If you would like to know more about this role, please contact Stephen Bates:

T: +44 (0)1268 461 210

M: +44 (0)7970 717 041

E: [stephenb@envirocomms.com](mailto:stephenb@envirocomms.com)

If you would like to be considered for this role, please send Stephen your CV and a covering note by no later than **30<sup>th</sup> April 2018**.

EnviroComms are an equal opportunities employer. We welcome applicants from all those who fulfill the requirements set out in this job description and it is these requirements that absolutely prevail over anything else; age, gender, physical restrictions, ethnicity, sexual orientation, etc.

## **PRIVACY NOTICE**

**Data controller: Stephen Bates, Director**, Environmental Communications Consultants, 3 The Capricorn Group, Cranes Farm Road, Basildon, Essex SS14 3JA

The organisation collects and processes personal data relating its employees to manage the employment relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the organisation collect?**

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- details of trade union membership; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation collects this information in a variety of ways. For example, data is collected through CVs; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the organisation collects personal data about you from third parties, such as references supplied by former employers.

Data is stored in a range of different places, including in your personnel file, in the organisation's HR management systems and in other IT systems (including the organisation's email system).

### **Why does the organisation process personal data?**

The organisation needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer pension entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the

UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes)

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

#### **Who has access to data?**

Your information will be shared internally, including with members of the HR/Admin team (including payroll), your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

The organisation shares your data with third parties in order to obtain pre-employment references from other employers and obtain employment background checks from third-party providers

The organisation also shares your data with third parties that process data on its behalf, in connection with HR and the provision of pension benefits.

The organisation will not transfer your data to countries outside the European Economic Area.

#### **How does the organisation protect data?**

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Internal controls security of computerised records include storage on an internal server which is encrypted, and password protected, paper files are kept in a locked filing cabinet.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

#### **For how long does the organisation keep data?**

The organisation will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are in line with the Data Protection principles and legal requirements, business sector requirements and professional guidelines.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Stephen Bates, Director by email [stephenb@envirocomms.com](mailto:stephenb@envirocomms.com).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You have some obligations under your employment contract to provide the organisation with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

### **Automated decision-making**

Employment decisions are not based solely on automated decision-making.

