



## BioCycle Co-ordinator

**Southampton Hub is looking for a Biocycle Co-ordinator to lead the project for 2021-22!**

This role would be ideal for a student who is passionate about sustainability and wants to get experience in the third sector. It is also a great role for someone wanting to develop skills in problem-solving, people management, leadership, and organisation. You do not need to have volunteered with Southampton Hub previously in order to apply for this role but we would expect a commitment to our mission to consolidate and expand Southampton's first student-led food waste programme.

**Commitment:** 3+ hours per week

### **Responsibilities:**

1. To be an active member of the Southampton Hub Committee, going to weekly meetings, supporting fundraisers and promoting the Hub;
2. Set up weekly meetings with BioCycle sub-committee (recommend: at start of the year) to check-in and delegate tasks;
3. Organising training for new volunteers;
4. Keeping track of sign-ups from volunteers and residents registering for caddies;
5. Planning collection routes, keeping track of food waste collected, and monitoring attendance of volunteers;
6. Lead and support volunteers to gain the relevant skills for volunteering and organising volunteer socials;
7. Passionate about ways to expand BioCycle for other forms of community impact.

### **The ideal candidate will:**

1. Be enthusiastic about social action and our mission to provide Southampton with a sustainable food waste collection service;
2. Have strong written and verbal communication skills;
3. Be friendly, approachable and welcoming to new volunteers and sub-committee;
4. Have excellent time management and organisational skills;
5. Be driven to support and empower student voice;
6. Be motivational;
7. Have a bicycle, and be road confident.

If you would like to talk in more detail about the role, please contact Sophie on [hello@southamptonhub.org](mailto:hello@southamptonhub.org) and she will arrange a phone call with you.

Head to our [website](#) or apply [here](#).