

# **Greener Kirkcaldy Volunteer Project Assistant: Advice Centre**

## **Job purpose**

To work in the centre offering advice and information to local people.

## **General responsibilities**

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues in the local area.
- To comply fully with the organisation ethos, policies and procedures and relevant legislation.

## **Specific responsibilities**

- To engage with visitors to the centre in a positive and constructive way and ensure their needs are met.
- To offer information and advice to visitors.
- To assist with demonstrations in the centre.
- To communicate effectively with the team.
- To work with team members to achieve goals.

## **Person specification**

### **Essential**

- Good knowledge of environmental issues.
- Excellent verbal communication skills.
- Experience of working face-to-face with the public.
- A positive and enthusiastic attitude.
- A commitment to being environmentally friendly.
- Ability to work Thursdays and/or Saturdays.

### **Desirable**

- A relevant qualification.
- Computer literacy.