

# **Greener Kirkcaldy**

## **Volunteer Project Assistant: Outreach**

### **Job purpose**

To assist with outreach work in the local area to provide information and support on environmental issues.

### **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 attend local markets and fairs to promote the work of the organisation.
- To communicate effectively with the team.
- To work with team members to achieve goals.

### **Person specification**

#### **Essential**

- A relevant qualification.
- Good knowledge of environmental issues.
- Excellent verbal communication skills
- A positive and enthusiastic attitude.
- A commitment to being environmentally friendly.
- Ability to work some weekends.

#### **Desirable**

- Experience of working face-to-face with the public.
- Computer literacy.
- Ability to work occasional evenings.