



Change Agents UK

CAUK Reference: 2513

Recycling Support Officer (Internal Job title),

Job Description

Job Title (External):	Sustainability Engagement Officer (Wastage & Recycling)
Location:	Based at Offices: Borough Hall, Cauldwell Street, Bedford
Employer:	Change Agents UK Trading Ltd
Client:	Bedford Borough Council
Number of Positions:	1
Salary (per annum pro rata):	£27,711
Start Date:	ASAP
Contract:	Fixed Term – 24 months

Potential for extension or longer-term contract, subject to funding and performance.

Job Snapshot

This is a superb opportunity to help develop and deliver waste management projects to help Bedford Borough Council reach its target Recycling Rate. You will utilise your passion for waste management to engage with a variety of residents, landlords, managing agents, departments across the council, external stakeholders, businesses, schools and community groups.

The Opportunity:

This is a fantastic opportunity to engage with and address climate change in a tangible way. You will be working with the residents of the Borough to improve waste management practices in homes, increase participation in recycling, encourage composting and reuse. This will involve engaging with the local community on a range of challenges and opportunities and projects.

This role at Bedford Borough Council is ideal for a recent graduate or early careerist with a background and interest in environmental subjects and great communication skills.

The role will sit within the Waste and Resources service area and work with a team of Recycling Support Officers to cover the Borough led by the Team Leader for Recycling and Waste.

You will build on a variety of core skills including developing and sustaining effective working relationships, communication, negotiation and influencing behaviour change.

In addition to the role and its benefits you will be enrolled on to the Change Agents UK Sustainability Leadership Skills programme. You can benefit from networking with peers, 1:1 coaching to focus on your professional development and a series of workshops covering our three key areas of study; personal effectiveness and work skills, concepts and theories and engagement, influence and impact.

About the Role:

We need a dedicated and enthusiastic individual to help support the development and delivery of the Food Waste recycling scheme and other waste related projects for Bedford Borough Council. You will

work collectively within the Waste Services Team and with other departments/ services to help the Council increase recycling rates and encourage reuse.

Key responsibilities:

1. Encourage the involvement of all sections of the community in recycling, composting and reuse schemes
2. To actively seek to increase public usage of Borough waste services via introduction of new schemes, a coordinated door stepping campaign and other promotional activities
3. To actively promote waste minimisation.
4. To monitor the performance of waste collection schemes across the Borough through street audits.
5. To ensure that clean, good quality materials arise from the Kerbside schemes and data is maintained for participation levels, tonnages and levels of service.
6. Provide recommendations and advice to Planning Team and developers in accordance with the Councils waste policies.
7. Organise events, newsletters and media communications and develop internal and external campaigns
8. Assist with day-to-day management of waste management queries, working with residents, schools, and others to problem solve and encourage more effective waste management.
9. Take a proactive approach to identifying issues and organising own workload
10. Build a strong relationship with colleagues and customers to influence policy and behaviours

Person Specification

Essential:

- Educated to a Higher level or Degree level in an environmental or related subject. Or experience working in a similar role.
- Experience of communicating with members of the general public, particularly relating to promoting ideas or concepts.
- Excellent analytical skills, able to evaluate data in excel, produce and present reports.
- Knowledgeable and enthusiasm for recycling and composting and an understanding of the waste services local authorities provide.
- Highly literate and fluent in English with excellent verbal and written communication skills.
- Highly effective interpersonal, negotiation and influencing skills to persuade others of the need to recycle, reuse and compost.
- Able to work independently, manage own workload and make decisions within defined policies/procedures.
- Proficient in IT, particularly all Microsoft Office applications including Excel
- Full UK Driving licence

Desirable:

- Problem solving abilities using logical, analytical and innovative thinking
- Able to demonstrate project management knowledge and skills.
- Previous experience in waste management field

- Have experience of delivering communications campaigns and/or managing an event, promoting using a variety of media (social media, flyers, leaflets)

How to apply

If you wish to apply for this role, please submit a **CV and short Covering Letter** explaining your motivation for applying and briefly addressing the essential criteria for the role (up to 500 words) via the Change Agents UK [Careers Page](#). We also ask you to complete an optional [Equality, Diversity & Inclusion Monitoring form](#); this does not form any part of the selection process but is used to help us monitor the effectiveness of our policy.

Application Deadline: - **10th August 2025**

Telephone Interview: - **W/C 11th August**

Interview Date: - **TBC**

Anticipated Start Date: - **ASAP**

You are welcome to get in touch with us with any questions before applying – please email us at applications@changeagents.org.uk or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks and the successful applicant may be required to undergo a DBS check.

Change Agents UK is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation. If you need additional support to enable you to complete the application process, please contact us.

Information on placement terms can be found at www.changeagents.org.uk/information-employment-terms

About the Company:

Bedford Borough Council

Bedford Borough is located within the East of England between Milton Keynes and Cambridge. It benefits from fast rail links with London and is well placed for access from both the M1 and A1. The local authority is a unitary council and currently has a population of 168,751 with over 80,000 households. The Borough itself is largely centred on the town of Bedford, which sits along both sides of the River Ouse, but it also encompasses a large rural area to the north of Bedford which borders the County of Northampton.

More information about the Council including its structure, functions, plans and strategies can be found here: <https://www.bedford.gov.uk/council-and-democracy/about-the-council/>

Bedford Borough Council Values:

- Passion for Sustainability
- Good Communication
- Enthusiasm

- Integrity and Respect
- Commitment to delivering environmental projects to reduce the councils CO₂

Change Agents UK:

Change Agents UK Trading Ltd works as a non-profit sustainability employment business and agency and is wholly owned by Change Agents UK Charity. Change Agents UK have worked in Sustainability education and employment for 25 years, supporting our partners to create superb opportunities in sustainability, delivering real impact and change and providing training and skills support for our Change Agents on placement.

Benefits:

Annual Leave: 25 days pro rata + public holidays

Pension Information: CAUK Policy

Company Schemes:

Appendix 1: Change Agents UK Trading Ltd Opportunity Details

Change Agents UK Trading Ltd is acting as an employment business as defined under the Employment Agencies Act 1973 and will employ the successful applicant under a contract of service for the duration of the placement. Should you have any queries or require any further information on this role or the services we provide please contact applications@changeagents.org.uk or call 01572 723419.

Placement Details	
CAUK Reference Number	2513
Placement job title:	Recycling Support Officer
Start date of the placement:	ASAP
End date of the placement:	24 months from start date
Actual hours of work per week:	37
'Full time equivalent' hours per week:	37
Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns.	Monday to Friday 9-5pm, however there will be an occasional requirement to work out of hours in the evenings, weekends and bank holidays to attend events and undertake doorstepping activities
Where applicable please provide details of any terms and conditions which would apply to the agency worker in relation to night work:	n/a
Probation period including any conditions:	1 month - satisfactory completion of probationary targets agreed upon commencement of employment
Notice period:	1 month
Type of work:	Community Engagement
Location of work if different to Client's address:	Based at Offices: Borough Hall, Cauldwell Street, Bedford or at any BBC satellite site
Rest breaks and rest periods given to employees:	Minimum 30 minute lunch break must be taken each day between 12-2pm
Client's collective facilities available to the employee: E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms	Kitchen, toilet and shower facilities. Flexitime scheme. Staff car parking scheme (chargeable).

Any known health and safety risks and the steps the client has taken to reduce the risks:	Working with waste and manual handling activities, regular use of visual display equipment. A comprehensive risk assessment has been undertaken and appropriate training and PPE will be provided to the employee.
Any experience training, qualifications or authorisation necessary or required by law or a professional body to do the role (if none, please state so):	None known
Does the position involve working with vulnerable people*:	No
Pay and Benefits	
Salary (payable to a direct recruit or comparable employee): Please provide pay scales if available.	£27,711.00 per annum pro rata BBU 7 – SCP 12
Sick leave and pay:	Change Agents UK Policy
Mileage rate:	N/A – Access to a works van is provided for use by this role
Any other expenses payable:	n/a
Bonuses or commission payable (if applicable include any qualifying criteria):	n/a
Overtime rates payable (if applicable include any qualifying criteria):	n/a
Any other remuneration:	n/a
Any other benefits:	n/a
Annual Leave	
Annual Leave entitlement and pay:	27 days plus bank holidays per annum pro rata
Closure Days (if applicable, please specify dates):	n/a

Appendix 2: Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

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The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	TBC
Name of employment business:	Change Agents UK Trading Ltd
Your employer (if different from the employment business):	n/a
Type of contract you will be engaged under:	Contract of Service
Who will be responsible for paying you (if different from your employer):	n/a
How often you will be paid:	Monthly
Expected or minimum rate of pay:	£27,711 per annum pro rata 37 hours per week
Rate per hour =	£ 14.04
Deductions from your pay required by law:	PAYE Income Tax 2025/26 Employee's National Insurance at 12% on income over £12,570 per annum Employee's Pension Contributions – based on employee contributions of 5% of total earnings, adjusted for 20% tax relief, making the deduction from gross pay 4% in real terms. Student Loan – based on Plan 2, earning over the 2023/24 threshold of £27,295 per annum and repaying 9% on earnings over that threshold
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None

Annual leave entitlement and pay:	Holidays:	27 per annum pro rata
	Bank Holidays:	8 per annum pro rata
	Total:	36 per annum pro rata
Additional benefits:	None	

EXAMPLE PAY

Example Gross rate of pay:	£2,251 per month	
Deductions:	PAYE Income Tax	£ 241 per month
	Employee's National Insurance	£ 96 Per month
	Employee's Pension Contributions	£ 90 per month
	Student Loan	£ 0 per month
Any other deductions or costs from your wage:	None	
Any fees for goods or services:	None	
Example net take home pay:		£1,824 per month