



London Waste and Recycling Board  
ECAP campaign officer  
May 2018

---

<b>Title of post:</b>	European Clothing Action Plan (ECAP) campaign support officer (intern) - Sustainable Fashion
<b>Accountable to:</b>	Head of Programme, Resource London
<b>Reporting to:</b>	Communications & Behaviour Change Manager
<b>Key Contacts:</b>	<p>ECAP partners including Danish Fashion Institute, Rijkswaterstaat, Made By, the EU Life team and its co-ordinating bodies.</p> <p>Contractors, agencies and other suppliers delivering campaign and communications activity.</p> <p>Partners including retailers, educational bodies, stylists/designers, bloggers and other influencers in London's fashion networks.</p>
<b>Job Grade:</b>	Grade 1, £20,524 (Pay award pending)
<b>Period:</b>	6 months (start date flexible late June/mid July 2018)
<b>Hours:</b>	Part time, 60% FTE/3 days per week (working pattern to be determined).
<b>Location</b>	The officer will be based at the LWARB's Offices, which are currently located in Union Street, but will change to another central London location by September 2018. Some travel to events and meetings across London may be required.
<b>Annual leave</b>	30 days pro rata
<b>Pension</b>	3% Contribution (matching employee contribution) to workplace pension
<b>Main purpose of job</b>	
The main responsibilities will be:	
<ol style="list-style-type: none"><li>1. To assist in the delivery of the ECAP behavior change project 'Love Not Landfill' , targeting 16-24 year old Londoners including;<ul style="list-style-type: none"><li>• under the guidance of the ECAP campaign officer update and maintain the campaigns social media platforms with fresh and exciting stories, videos and articles whilst maintaining high standards of quality and professionalism,</li></ul></li></ol>	



London Waste and Recycling Board  
ECAP campaign officer  
May 2018

<ul style="list-style-type: none"> <li>• reviewing publications and news articles and other social media sites to make connections and drive content;</li> <li>• help measure the impact and reach of the campaigns' social media and PR campaigns</li> <li>• assisting on initiatives with schools and delivering events related to sustainable fashion that engage 16-24 year old Londoners</li> </ul> <p>2. To work with partners across London to share and grow the campaign, under the guidance of the ECAP campaign officer;</p> <p>3. To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job.</p>
<p><b>Main accountabilities</b></p> <ul style="list-style-type: none"> <li>• Work with the Communications &amp; Behaviour Change Manager and ECAP campaign officer.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Work as part of a team to assist in the delivery of the objectives of the ECAP project;</li> </ul>

<b>Knowledge, skills and experience</b>	<b>Essential</b>	<b>Desirable</b>
1. Excellent literacy, numeracy and communication skills.	X	
2. Experience of using IT systems including MS Outlook, word-processing, spread sheets and databases.	X	
3. Experience and working knowledge of digital and social media platforms, including Instagram, Snapchat and YouTube	X	
4. Experience of working collaboratively with a large number of stakeholders.		X
5. Experience of creative and behaviour change campaigns, including event management, digital and social media delivery.		X
6. An understanding and knowledge of the target audience group, namely 16-24 year olds.	X	

London Waste and Recycling Board  
ECAP campaign officer  
May 2018

---



**LWARB**  
London Waste and Recycling Board

7. Excellent project management capability.		X
---	--	---