



## WE'RE HIRING!

### Zero Waste Cities Programme Coordinator at Zero Waste Europe

#### About us

The mission of [Zero Waste Europe \(ZWE\)](#) is to **empower communities in order to redesign our relationship with resources**. We campaign for zero waste strategies in Europe and beyond, and support local groups and change agents who have the potential to drive change in their region. Currently, ZWE is the only pan-European organisation specialising in waste issues from prevention to disposal and on local, national and European levels.

ZWE was created in late 2013 in the Netherlands as an independent, non-profit foundation aiming to:

- Promote Zero Waste strategies in Europe and elsewhere;
- Act as a catalyst for European good practices in the field of circular economy, waste and resources;
- Empower local groups to develop community-based strategies for the prevention, reduction, separation, recycling, and composting of waste;
- Promote a responsible treatment of waste and prevention of non-sustainable solutions such as landfilling and incineration;
- Increase awareness about the health effects of the current economy of waste disposal, and promote non-toxic alternatives;
- Promote environmental and social justice.

#### About the Zero Waste Cities programme

Since 2013, the Zero Waste Europe network has been supporting and contributing to the transition of European cities towards zero waste strategies, providing expertise and insight into the complexities of implementing zero waste programmes. Today, the Zero Waste Europe network liaises with nearly 400 municipalities involved in such processes, including European best practices. In late 2017, we have launched the [Zero Waste Cities Masterplan](#), a toolkit to guide cities to Zero Waste, whatever their point of departure. The programme is under development and will require a full time coordinator.

To know more please visit: <https://zerowastecities.eu/>



## About you

You are a passionate, organised person, knowledgeable about strategy and business development and with experience in programme coordination at the international level.

You know how to design a strategy, identify and engage with stakeholders and build a trustful relationship with them. You are very good at identifying challenges and opportunities and finding quickly creative solutions. You excel at personal relations and enjoy teamwork; you are capable of running different tasks simultaneously and like working in an international environment.

## About the role

The core responsibilities of the Zero Waste Cities Programme Coordinator will be to:

- Develop and implement the overall strategy for the Zero Waste Cities Programme in close collaboration with ZWE's members:
  - Design and set up structures that further develop and facilitate the work of ZWE, with its members and municipalities, being responsible for the overall project management and implementation
  - Develop the database for the programme - municipalities, waste professionals, academia... - by identifying and engaging with key stakeholders
  - Identify and implement structures and procedures to increase the impact of the programme
  - Pursue opportunities to raise the visibility of programme in key events, either representing or ensuring that team and members can represent the programme
  - Line manage the Cities programme team ensuring effective planning, implementation and support
- Ensure the capacity building of ZWE's members and target audience to implement Zero Waste schemes at the local/national level:
  - Help structure the Zero Waste Europe Academy and design specifically the support on waste policy in partnership with the Associate Director and other ZWE's programme coordinators
  - Define and structure training methods and content for members, municipalities and waste professionals, and coordinate with external experts when necessary
  - Provide support to members to implement the Zero Waste Cities programme at the local/national level



- Be responsible for fundraising and operational planning for the programme:
  - Proactively contribute to the development of the Zero Waste Cities programme fundraising strategy, being responsible for identifying potential new sources of funding, maintaining relationships with donors, develop fundraising proposals and contribute to an overall building strategy
  - Manage and execute the programme's budget in collaboration with ZWE's Operations team
  - Ensure the appropriate reporting of funds

## **Person specification**

### *Experience*

#### Essential

- At least 5 years of experience in a project management role, including team coordination
- Experience in business development

#### Desirable

- Experience with social/environmental campaigning with NGOs or non-profit sector at the international level
- Experience in budgeting and fundraising

### *Knowledge, skills and understanding*

#### Essential

- A university degree in economics, social or political science, environmental governance or other relevant field
- Excellent command in English (spoken and written), as well as ability to work with non-native English speakers

#### Desirable

- Understanding of environmental issues, particularly in the field of waste and local politics
- Understanding of functioning of the EU institutions
- Other languages, apart from English



## *Personal qualities*

### Essential

- Outstanding communication and interpersonal abilities
- Commitment to accuracy, efficiency and a high standard of work
- Ability and willingness to use initiative and take decisions, and a commitment to teamwork
- A strong commitment to Zero Waste Europe's ethos and network structure
- Willingness to work evening and weekends from time to time, as required

### **Location, Compensation and Work Environment**

This is a full-time position for 6 months, to cover a maternity leave, and with the possibility of continuing in the organisation after this period.

We offer a competitive salary plus benefits, including lunch vouchers, vacation, maternity/paternity leave, and other similar employment protections.

We are committed in supporting each other's work in an atmosphere of mutual trust and respect, and look forward to welcoming the successful candidate to the team and our network of members.

This position will be based in Brussels. Candidates must be eligible for work in the EU.

Start: immediate

### **Equal Employment opportunity**

ZWE is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job.

### **TO APPLY:**

Please send your CV and motivation letter to [jobs@zerowasteurope.eu](mailto:jobs@zerowasteurope.eu) with the subject "Reference ZW Cities Programme Coordinator - Name Surname" by email -no calls, please- no later than April 22, 2019.

Only short-listed candidates will be contacted.