

Enterprise Project Officer Application Information

Green Hive is Nairn's environmental charity. All of Green Hive's activities are created and delivered by Nairn residents, for the benefit of our community and natural environment

Our guiding principles are

- Community led
- Not for personal profit
- Action orientated
- Environmentally sustainable

To create

- Pride in Nairn
- Sustainable economic development
- Jobs and volunteering opportunities
- Learning and development opportunities

Founded in 2015 as Nairn River Enterprise, our environmental activities and volunteer community became known as Green Hive. Since our formation Green Hive has coordinated a number of environmental volunteering projects and public events – such as our SEPA-registered community leaf mulching project, Nairn Viewfield community orchard, litter picks, Bumblebags fabric up-cycling project, Picnic in the Park and National Apple Day events at the orchard.

This is an exciting phase for Green Hive as we grow our volunteering activities, develop our community hub and launch our first trial enterprise projects generating an income through waste reduction.

Green Hive is growing towards being a social enterprise and we aim to generate a proportion of our income within the next 18 months through recycling, reuse and up-cycling, creating useful and sellable products out of waste materials. We will trial two income generating activities.

- Plastic recycling: create a workshop, design and produce products from waste plastic
- Growing mushrooms: create a growing space and grow mushrooms from waste coffee grounds

For more information on Green Hive visit greenhive.co.uk or facebook: [NairnsGreenHive](https://www.facebook.com/NairnsGreenHive)

Enterprise Project Officer Role:

This role is supported by The National Lottery Community Fund

Contract: Fixed term contract for 18 months from July 2019 to end of December 2020

Hours: 21 hours per week

Salary: £20,000 pro rata (£12,000 actual per annum)

Applications: Closing Date: 5pm Thursday 30th May 2019

Interviews will be held on either the 4th or 6th of June, with an anticipated start date in early July

To apply please send your CV and a covering letter outlining why you would like this role and how you meet the person specifications

Applications must be sent to eve@greenhive.co.uk

Enquiries about this role can be made to Kirsty Ellen, Development Officer, kirsty@greenhive.co.uk, 07453912697

Job Description - Enterprise Project Officer

Overall aim of the role:

You will be active in the development and delivery of our waste reduction trial enterprises

People: Grow and support the Green Hive community

Promote Green Hive's principles and support a culture of inclusion in our work
Supervise volunteers on enterprise activities
Social media communications with the Green Hive community
Liaise with project partners and other local organisations
Support volunteers with additional barriers to participate

Projects: Develop and deliver enterprise activities inline with Green Hive's action plan

Research best practice in recycling of waste plastic and growing mushrooms from coffee grounds, including product testing
Lead the set up of Green Hive's new recycling workshop, and the set up of Green Hive's mushroom growing space, including sourcing and maintenance of machinery and equipment
Coordinate the production of products for sale
Ensure compliance with health and safety requirements and manage risks involved with enterprise operations, including writing and managing risks assessments and being a designated first aider

Organisation Development: Support Green Hive to generate an income through social enterprise

Record data on volunteer activities, product output and sales
Report on enterprise activities
Sales of products, including direct sales to customers and with local retailers
DIY and buildings maintenance

Person Specification:

- A practical person who enjoys repairing, up-cycling and working with their hands
- Interest in social enterprise
- Passionate about recycling, waste reduction and sustainable food growing
- Able to multitask and manage multifaceted work loads
- Hold a current first aid certificate or be willing to attend first aid training
- Skills in joinery, welding, DIY or food growing desirable but not essential
- Experience of using power tools
- IT literate, able to use email and social media
- Experience of working with volunteers or in a community based setting
- Able to facilitate others to learn practical skills
- Knowledge of the Nairn community

This role will require a PVG criminal record check

Management: This role is line managed and will have day to day contact with the Development Officer, and will at times report to the board of directors.