



Greener and Cleaner – The Hub Cover Staff

APPLICATION PACK

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ROLE OVERVIEW

JOB TITLE:	Hub Assistant (weekend job or holiday cover)
CLOSING DATE:	21 st June 2023 (but please note applications will be assessed as received, so please apply early)
BASIS:	Either/Or: <ul style="list-style-type: none"> • Saturday work (minimum 4 hours per month between 10am and 6pm) • Ad hoc cover for planned staff absences and sickness
LOCATION:	Primarily The Hub, Unit 268, Upper Mall, The Glades, Bromley, BR1 1DN and limited working from home
REPORTING TO:	Sustainability Hub Manager
RESPONSIBLE FOR:	Maintaining service levels in The Hub when core Hub staff roles are not present
HOURS:	<p>Saturday role: between 4 - 16 hours per month</p> <p>Cover role: zero hours PAYE contract with no guarantee of hours, but the first point of call status for any paid cover required.</p> <p>These roles are about ensuring cover in planned/unplanned absences and so will be flexible.</p>
SALARY	£11.95 per hour

ABOUT THE CHARITY

Greener and Cleaner (G&C) grew out of the community. It was started in 2019 by a group of passionate and ambitious local residents in Bromley to activate local people in response to the environmental challenges our planet faces.

We are a truly grassroots organisation, having been initiated, and mostly run, by volunteers to date, with events and activities co-produced with our wider community. We are committed to working in collaboration, growing together, improving our neighbourhood and lowering impact.

In 2021 we achieved charity status and have now grown to over 7,000 members and around 90 volunteers who regularly give up their time to teach, help and deliver impactful activities.

We value working in partnership and recognise and celebrate the participation of our team, volunteers and communities. We respect people and value diversity and work to create inclusive, non-judgemental spaces that are vibrant and regenerative places to work and volunteer; ensuring a positive work-life balance and a joyful and optimistic team culture.

Current delivery programme

Greener and Cleaner aim to enable, encourage, exemplify and engage residents on climate change and sustainable living and runs activities across this spectrum. We have opened The Greener and Cleaner Hub in The Glades shopping centre in Bromley, which is located in a prime part of the shopping centre close to HMV and McDonalds. The space is open 5 days/week (closed Tues and Wed) and is manned by both paid staff and volunteers. It houses a Library of Things; provides advice to the public on all aspects of sustainability-focused behaviour change and hosts at least two free public workshops a week- these range from sewing skills to energy-saving advice to building resilience to addressing eco-anxiety.

We also run a youth and schools outreach programme, we have hosted an annual school eco-networking event since 2019, and are running a sustainable fashion programme with schools across the borough. We champion residents to use their voices to encourage change and ran the borough's first environmental hustings in 2019. We have recently taken over a Community Allotment space.

In addition, the funding that the charity has received from BEIS allows us to document our activities and story and actively support other groups trying to set up similar projects across the country.

ABOUT THE ROLE

Greener and Cleaner (G&C) are looking for staff to cover unmanned Saturdays (between 0.5 and 2 days per month) and/or planned and unplanned absences of the core staff (Sustainability Hub Manager, Hub Events Coordinator and Volunteer Manager).

The role entails:

- ensuring the Hub can stay open during opening hours,
- upholding minimum standards,
- ensuring that planned events are not cancelled,
- being present to answer queries from visitors to The Hub,
- supporting those borrowing from the Library of Things,
- offering clarity to volunteers working on those days on tasks required.
- You may be asked to be a key holder.

WHO WE ARE LOOKING FOR

We are looking for someone reliable, with great communication skills. Ideally, you'll have some experience in a retail environment, or in our Hub, but this is not essential.

You will be organised and reliable, a steady pair of hands, who really likes to help others and give great service. It's essential that you will be happy to work relatively autonomously once trained. You should be confident to open the Hub alone and/or to lead volunteers to support those dropping in or attending workshops.

Ideally, you will have a good broad knowledge of environmental issues and solutions to common problems and be happy to talk to others about this, but upskilling and resources can be provided.

NEXT STEPS & HOW TO APPLY

If you meet most of our requirements and want to apply, please send one of the following:

- A CV and cover note explaining how you meet the requirements of the role; or
- If you don't have a CV, a note outlining why you would be a great fit with some relevant examples/experience detailed.

In both cases, please make it clear if you are interested in a Saturday role or an ad hoc cover role (or both).

Please send your cover note and CV to jobs@greenerandcleaner.co.uk by the deadline of 21st June 2023.

If you would like an informal chat first about the role please drop us a line at the same email address and we will arrange this.

If this way of recruitment does not work for you for health reasons, please get in touch by emailing jobs@greenerandcleaner.co.uk to discuss alternatives.

RECRUITMENT TIMETABLE

- Deadline for applications 21st June (please note applications will be assessed as received, so please apply early)
- Interviews to take place w/c 26th June or 3rd July
- We would like the successful candidates to be contracted/start as soon as possible

EQUALITY & DIVERSITY

Greener and Cleaner is committed to promoting inclusion and diversity. The Greener and Cleaner Hub is in a shopping centre with step-free access. We welcome and encourage applications from all sections of the community.

Please note: The successful candidate will be subject to a reference and DBS check, in line with Greener and Cleaner's Safer Recruitment policy.