

Job description

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| Title of post: | Food flagship city initiative Intern |
| Accountable to: | Head of Circular Economy Programme |
| Reporting to: | Senior Business Advisor |
| Direct reports: | None |
| Key contacts: | Ellen MacArthur Foundation (Food Initiative team); Greater London Authority, the London Councils; Universities, Local, regional, national and international NGOs |
| Period: | 4 months (from September 2020, start date to be agreed) |
| Hours: | Full time (37 hours per week) |
| Location: | The post will be based at the LWARB's Offices at 69 Wilson Street, London EC2A 2BB, dependant on COVID-19 restrictions, with homeworking encouraged. Travel to events and meetings across London may be required |
| Job Grade & Salary: | Grade 1 Salary £21,353 Pro rata |
| Annual leave: | 30 days per year, Pro rata, plus bank holidays |
| Pension: | Employer contribution up to 4% to match employee contribution |

Main purpose of job

To work with the Senior Business Advisor and the wider LWARB team to help deliver LWARB’s Food Flagship City initiative in the capital.

London is one of three Flagship Cities selected by the Ellen MacArthur Foundation as a place to turn the vision laid out in the Cities and Circular Economy for Food report into action. The initiative in London aims to convene a consortium of public-private stakeholders - ranging from peri-urban farmer associations and innovators, to top retailers and governments - to co-design, test, and scale solutions based on circular economy solutions for food leading to significant positive economic, environmental, and health impacts.

Key tasks and responsibilities

1. To assist, under the guidance of the Senior Business Advisor and the Head of Programme (Circular Economy), in the delivery of the Food Flagship City initiative. This will include:
 - Collecting and consolidating baseline data and assess the economic, environmental and social benefits of circular economy for food scenario.
 - Mapping of existing initiatives in the capital in line with the food flagship city initiative.
 - Scoping of best practices, initiatives, policies, regulations, innovative tax and levies implemented by other cities nationally and internationally.
2. To present findings and assist the Senior Business Advisor and the wider LWARB team with producing a publishable report.
3. To assist with running a food event with a consortium of public-private stakeholders.
 - This will involve helping to organise and facilitate the event and take notes.
4. To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job.

Specific education or training requirements

No specific educational or training qualifications are required for this position.

Knowledge, skills and experience

| | Essential | Desirable |
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| 1. A ‘can do’ attitude and enthusiasm for working in the fields of circular economy, resources and waste management or sustainability | X | |



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| 2. Excellent literacy, numeracy and communication skills. | X | |
| 3. Experience of using IT systems including MS Outlook, word-processing, spread sheets and databases. | X | |
| 4. Experience of conducting research, including collecting and analysing data, and presenting findings concisely and with impact | X | |
| 5. Excellent time management and organisational skills | X | |
| 6. Excellent project management capability | | X |
| 7. Relevant studies and engagement in the topics of sustainability, circular economy, environmental management and/or citizen engagement | | X |
| 8. An understanding of equality of opportunity, valuing diversity and the ability to translate this into action. | X | |

Competencies

| Competency | Description |
|-------------------------------------|--|
| Making effective decisions | Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. It is about reaching evidence-based conclusions, evaluating options, impacts, risks and solutions and creating a secure culture around the handling of information. |
| Leading and communicating | At all levels, effectiveness in this area is about showing our pride and passion for public service and the environment, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing equality and diversity, and supporting principles of fairness of opportunity for all. |
| Collaborating and partnering | People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside LWARB, whilst having the confidence to challenge assumptions. |
| Managing a quality service | Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse stakeholder needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. |
| Delivering at Pace | Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. |