



Community Recycling Officer

Introduction

Thank you for your interest in working at St Nicks! St Nicks is an environmental charity dedicated to connecting people with nature while promoting sustainable living, biodiversity, and community wellbeing. Through education, conservation, and practical environmental projects, St Nicks works to inspire individuals and communities to make positive environmental choices. The Community Recycling Officer contributes to this mission by delivering accessible recycling advice, supporting community engagement activities, and helping reduce waste across the city. We work with residents, businesses, charities and events to reduce waste and make recycling as easy as possible.

Key Dates:

Closing date for applications: Midday 14th August 2026

Interview date: W/C 17th August 2026

About St Nicks

We are St Nicks, a local environmental charity with a mission “build and connect flourishing communities through urban greenspace generation, nature-based wellbeing and sustainable living”. Based at St Nicks Environment Centre hidden behind residential properties in the Tang Hall area of York, we have a thriving 24-acre nature reserve that is free to explore 24 hours a day 365 days a year. Our volunteer team help us maintain and manage our reserve for the benefit of people and wildlife.

In addition to managing the local nature reserve (LNR), we have three key pillars to our work:

- **Green Corridors York** strives for “more, bigger, better and more joined up” green spaces. Conserving nature whilst supporting our communities. As a city, we can work together to reduce pollution, challenge harmful developments and improve land management.
- Our **Nature-Based Wellbeing** team deliver both education and mental health support services. At St Nicks we all see and feel the benefits of being outdoors and connected to nature. These benefits can be physical, mental or a combination of both! Our Nature-Based Wellbeing team run a series of [Ecotherapy](#) groups to help adults find this nature-connectedness. 92% of Ecotherapy participants told us that these activities meant that they noticed and sought out nature more in their daily lives.
- Sustainability is at the heart of everything we do at St Nicks. When we talk about sustainability, we are looking to ensure we are doing the least harm possible. Whether that is relating to human, social, financial or environmental. Our **Waste & Sustainability** team collect recycling, carry out waste audits and run events across the city. Together our teams work to make York a more sustainable city.



St Nicks is a Real Living Wage Employer and a Level 2 Disability Confident employer. This means we will interview all applicants with a disability who successfully evidence the essential criteria on a person specification and consider them on their abilities, provide an inclusive and accessible recruitment process, and make reasonable adjustments during the recruitment process so disabled job applicants have the best opportunity to demonstrate their abilities.

Our values

Collaboration – Our approachability and inclusiveness ensure that everyone who is affected by our work is involved in shaping it.

Integrity – We are honest, inclusive and have respect for all life through our ethics, authenticity and commitment.

Innovation – We are committed to constructively exploring ideas that help us get closer to our vision by doing things differently and taking pioneering approaches, recognising the learning and development that comes with this path.

Professionalism – All of our actions to our beneficiaries, stakeholders and each other demonstrate our mutual respect, competence, proactivity and the way we make a difference.

Job Description and Person Specification

About the Role

Our Community Recycling Officers carry out kerbside collections of recycling on load bearing e cargo tricycles and on electric vehicles to residents and businesses across York. They provide practical recycling information and advice to our customers and residents as well as members of the public. They also deliver recycling services to events as well as carry out waste audits and provide talks and workshops as requested.

Job Title	Relationship Fundraiser
Contract Type	Fixed term: to March 31 st 2029. This role is initially for a 3-year fixed term contract, with the possibility for extension dependent on renewal of service contracts.
Hours	10 or 15 hours per week. This is based on an FTE of 35 hours per week.
Salary	£ 13.45 per hour
Place of work	Primary place of work is the St Nicks Environment Centre and Local



	Nature Reserve (LNR). However the work will be on site around the city collecting residential and business recycling.
Working pattern	Negotiable. – dependent on number of hours taken, ten hours would be split over two days (Monday and Friday), fifteen hours would be split over three. Typically, hours are worked Mon-Fri between the hours of 08:00 – 14:00 with occasional weekend or evening work by prior agreement.
Responsible to	Waste & Recycling Manager
Responsible for	None
Purpose	To collect residential and commercial recycling across the city on load bearing e cargo tricycles and electric vehicles. You will also need to be comfortable answering questions from the public, residents and organisations about waste and recycling. It is a physical outdoor job that occurs no matter the weather, we also run events, talks and support the wider St Nicks team at events and fundraising activities.

Duties and Responsibilities:

Use headings to group duties together by theme if relevant

Duties and Responsibilities:

- Carrying out kerbside collections of recyclable materials using electric vehicles and load bearing electric assist pedal trike
- Encouraging households, businesses & events to recycle more with St Nicks
- Sorting recyclable materials
- Composting garden waste
- Driving the electric vehicles
- Riding load bearing tricycles used for recycling collection
- Sorting, weighing and recording recyclable materials;
- Keeping all paperwork and records up to date and accurate
- Helping to promote the scheme to local householders, businesses & events
- Adhering to Health and Safety procedures at the work place
- Helping with the maintenance of equipment (including vehicles) and storage areas used in the scheme
- Reporting any issues with vehicles or collections immediately
- Helping to develop the recycling scheme (residential, businesses & events)
- Attending training courses as necessary
- Helping at events promoting the service, staffing fundraising events for the charity, occasional out of hours collections at events

General duties

- Participate in the day-to-day work of the organisation – such as reporting, attending team, Board and AGM meetings as required, answering the phone, dealing with enquiries from the public, communicate effectively with colleagues ensuring all necessary information is passed on.
- Maintain the strict confidentiality of all information acquired especially with regard to organisational and programme development, donors and beneficiaries.
- To take responsibility for being up to date with current policies and procedures and to adhere to these.
- Keeping updated and being involved with the orchestration of organisational changes and



developments through discussions with the CEO and colleagues at staff meetings.

- Maintain a safe working environment and good housekeeping practices at all times.
- All other reasonable duties as required in the delivery of this post.

Working Conditions:

Outdoor working with some evening and weekend work to be expected (work outside typical patterns will always be agreed in advance). It is a physical role, travelling to and from collection locations on e cargo tricycles, lifting recycling containers and sorting their contents onto the vehicles. Unloading the vehicles is done by hand, as is decanting their contents into the skips back at St Nicks. It requires manual handling, road awareness, working with the public, driving and cycling.

Acknowledgement & Agreement

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Person Specifications (Skills and Knowledge/Values and Personal Attributes):

Experience

- Experience of cycling on busy roads and cycle lanes
- Experience of community and or environmental work
- Works well in a small team and proactively able to manage lone working
- Able to work in all weathers in a physically demanding role

Skills and attributes

- Good written and verbal communication skills
- Bicycle/vehicle maintenance
- Full clean drivers license
- Friendly, approachable and personable
- A commitment to St Nicks mission, vision and values

Knowledge and understanding

- Committed to protecting the environment and the desire to make a difference, with particular focus on waste minimization
- Knowledge of York city centre access restrictions, one way systems and cycle routes
- Knowledge of what can be recycled in York
- Flexible to the needs of the service (finish times, weekend event collections)
- Experience or willing to learn to maintain compost heaps

Definition of Experience:

Experience = more than one year's direct experience.

Significant experience = at least three year's direct experience.

**Application Process**

If you would like to apply for this role, please submit a CV and covering letter detailing how you meet the criteria outlined in the person specification and an EDI form to Eliza@stnicks.org.uk

Closing date for applications: Midday 14th August 2026

Interview date: W/C 17th August 2026

If you would like to find out more about St Nicks or the role before applying, we welcome an informal conversation with Sam, our waste and recycling manager. To book a call please email Sam@stnicks.org.uk