



Applicant Pack

Circular Economy Facilitator

We are looking for a Circular Economy Facilitator to join us and support the support the Industrial Decarbonisation across Portbury Avonmouth Severnside.

SevernNet is a non-profit social enterprise. We're run with the support of our members and our team of voluntary directors.

SevernNet brings together the businesses and community across Portbury Avonmouth Severnside (PAS) to enable barriers to be overcome and opportunities to be exploited through cooperation and collaboration.

We are promoting the area as a Circular Net Zero Economy Hub for the West of England.

A number of stakeholders have come together to form the West of England Industrial Cluster (WOEIC).

The cluster will be developed from a hub centred across Portbury Avonmouth Severnside (PAS) with spokes to industrial sites across the West of England and beyond as illustrated in Fig 1.

The Industrial Decarbonisation Circular Economy Facilitator will play a key role in the growth and strengthening of the circular economy and energy network of businesses and organisations across Portbury Avonmouth Severnside (PAS).

Job description –Circular Economy Facilitator

We are looking for a talented and enthusiastic person to manage this critical role, influencing the successful delivery of industrial decarbonisation for the West of England Industrial Cluster; and development of the PAS Circular Economy.

You'll be a strong team player and communicator, an inclusive manager with robust, consistent project delivery and engagement skills; and a good understanding and experience of facilitation and circular economy working. You'll be reporting to our Managing Director; and working with, and supported by, other SevernNet team members and our Board.

The role will be on a self-employed basis for one year. Expected hours: 24.5 per week at £25 per hour (subject to experience). Over the year, assuming 46 weeks worked this totals £28,175.

Primary Roles

- Working with other cluster members to define, agree and deliver the circular economy elements needed to support delivery of the industrial decarbonisation plan.
- Further developing, growing and strengthening the circular economy (incl. energy) network of businesses and organisations across Portbury Avonmouth Severnside to enable delivery of the required outcomes
- Putting in place supporting analysis, tools and media to facilitate and enable the PAS circular economy network
- Organising and facilitating network development events
- Providing opportunities for shared learning and identification and promotion of best practice; and signposting organisations to relevant support services

A more detailed task description is available below

Outcomes

- An outline project plan to enable delivery of the industrial decarbonisation plan Circular Economy outcomes, supporting the development of the industrial decarbonisation plan; and the further development and strengthening of the circular economy across PAS
- Successful delivery of the agreed circular economy elements of the Industrial decarbonisation plan
- An engaged, active and diverse circular economy network of businesses and organisations across PAS, providing a legacy beyond 2024.
- A high level mapping of key resource and energy flows across the area, their fates, and the opportunities they present for synergistic matching and investment.
- Four successful events which have strengthened relationships and identified synergies, connections and opportunities between organisation; and enabled identification and sharing of best practice
- An effective database of organisations and their resource/energy flow opportunities supporting matching; and identifying a pipeline of existing and potential projects
- An effective online showcase of best practice examples and advice; and signposting to support services
- Effective and collaborative working with other partners

About You

You are a people person. An excellent facilitator and connector, able to think critically and creatively to achieve effective engagement and a growing cooperative network.

You thrive in a dynamic and collaborative work environment;

If you welcome the opportunity to be at the forefront of groundbreaking work across the West of England to put in place a plan for what's required to decarbonise the West of England Industrial Cluster, establish a sound base for a circular net zero economy across PAS, and be part of a great team, then read on.

Here's what we're looking for:

Essential Skills and Qualifications

- ✓ Relevant qualifications
- ✓ Proven circular economy and energy experience
- ✓ Experience in setting up and facilitating events; and in developing networks/communities of interest
- ✓ Project planning, monitoring, evaluation and delivery
- ✓ Workload prioritisation – managing multiple priorities and having a flexible approach
- ✓ Excellent written and verbal communication skills
- ✓ Good IT Skills – including Word, Excel and PowerPoint
- ✓ Proficient use of social media including LinkedIn, Facebook, X and Instagram
- ✓ Understanding and adherence to GDPR and related constraints to engagement

Desirable Skills and Qualifications

- ✓ Degree Level Qualification (or equivalent)
- ✓ Understanding of, and passion for the circular economy, net zero and decarbonisation

The Offer

Working week:	Self-employed part-time role – average 24.5 hours a week;
Rate:	Hourly rate £25 (subject to experience) Paid within 21 days of receipt of approved timesheet and invoice
Annual Income	Based on 24.5 hrs per week and 46 weeks per year: £28,175 There may be potential to extend hours, supporting SevernNet’s work in other areas
Duration:	Fixed term contract to 31 st December 2024 (3 month probationary period). If further funding can be secured, opportunities for extension
Location:	Based at SevernNet’s Avonmouth office (St Andrews House) with the opportunity for flexible and home working dependent upon tasks and team needs. There will be a requirement to attend in-person events including meetings across Portbury, Avonmouth, Severnside.
Travel:	Expenses are recoverable based upon SevernNet’s standard rates
Equipment:	If required, a laptop and mobile phone can be provided for the duration of the contract
Start date:	As soon as possible after 1 st February 2024
Application Deadline:	Applications will be reviewed as they are received
Interviews:	Interviews will be arranged and an appointment will be made as soon as a suitable candidate is confirmed
Further details:	Please email kate.royston@severnnet.org if you would like to arrange an informal chat.
Application process:	Please email a CV and covering letter describing your motivations and suitability for the role with reference to the expectations set out in this application pack to: kate.royston@severnnet.org .

Detailed Task Description

Deliver the Circular Economy aspects of the Industrial decarbonisation plan development, on behalf of, and in cooperation with cluster members; including:

- Working with other members of the cluster to define, agree and deliver the circular economy elements needed to support delivery of the industrial decarbonisation plan.
- Further developing, growing and strengthening the circular economy (incl. energy) network of businesses and organisations across Portbury Avonmouth Severnside to enable delivery of the required outcomes
- Facilitating identification of:
 - key resource and energy flows across the area; and their fates
 - existing and potential circularity pathways and technologies
 - synergistic matchmaking opportunities
 - "hard to treat" flows of resources/energy, their impacts, and potential solutions
 - potential opportunities for shared infrastructure and new investment
- Putting in place supporting analysis, tools and media to facilitate and enable the PAS circular economy network; and showcase best practice
- Organising and facilitating four network development events
- Providing opportunities for shared learning and identification and promotion of best practice
- Signposting organisations to relevant support services

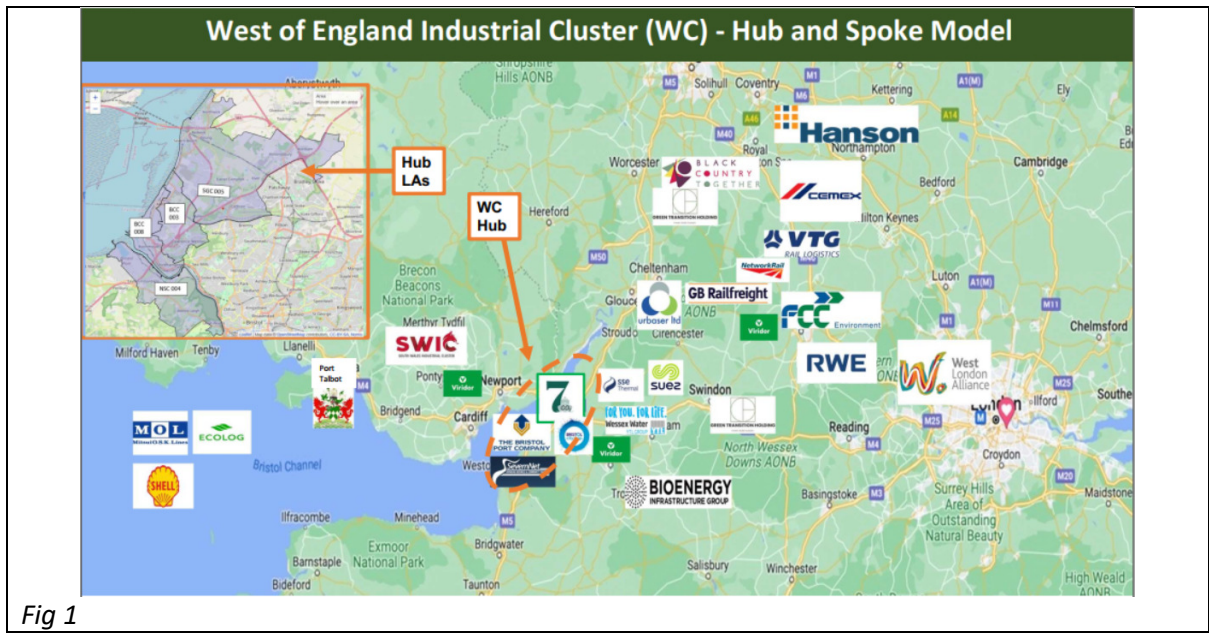


Fig 1