



## **SUSTAINABILITY INTERN (Casual Contract)**

### **Environment and Sustainability activities at Keele**

Since 2011 sustainability has been embedded at the heart of the institution's mission, with one of six of the University's overarching Strategic Aims – 'to promote environmental sustainability in all that we do'. Keele is committed to embedding a 'deep green' sustainability ethos throughout all of its operations and activities with the aim of becoming an internationally-recognised sustainability leader within the Higher Education sector.

Since 2011 Sustainability has been one of the key themes running through our approach to education, with the aim of all undergraduate and postgraduate programmes embedding this throughout their curricula, and ensuring that sustainability is also entwined in co-curriculum opportunities and the wider student experience. The University has a multi-stranded Education for Sustainability strategy which covers the specific sustainability degrees and modules, as well as the embedding of sustainability throughout programmes, and the provision of co-curriculum sustainability opportunities. There is significant emphasis on staff development, as well as partnership working across the University and Students' Union, and plans for a sustainability elective stream. The University has made strategic investment into supporting the embedding of sustainability into the curriculum and student experience through the appointment of a Director of Education for Sustainability since 2012, and a full-time Sustainability Project Officer role since 2017. Keele has an established and award-winning reputation due to its whole institution approach to embedding sustainability into the curriculum and student experience. In 2018 Keele was 13<sup>th</sup> overall globally out of 719 universities as part of the UI Green Metric World Ranking, as well as winning two prestigious Green Gown Awards, one for Outstanding Leadership Team of the Year due to our distributed responsibility and leadership approach to sustainability.

In 2018 Keele launched the Institute for Sustainable Futures, a cross-university research institute aimed at enhancing and disseminating the sustainability-related research carried out within the University. This Institute is structured around six 'sustainability challenge' areas which are closely aligned with the United Nations Sustainable Development Goals. The University also has a significant energy transition agenda, with major energy infrastructure projects such as the Smart Energy Network Demonstrator, HyDeploy@Keele, and on-campus low carbon generation projects. As well as improving the sustainability of the campus, and contributing to the university's sustainability research agenda, these projects also have potential to be a major part of student's sustainability learning at Keele through the curriculum, co-curriculum and hidden curriculum, and related 'Living Lab' approach, leading to a more energy and sustainability literate campus community.

This sustainability activity is underpinned by significant sustainability expertise across the university, with sustainability-focussed degree programmes such as the interdisciplinary undergraduate programme BSc Environment and Sustainability, and the interdisciplinary MSc in Environmental Sustainability and Green Technology, as well as 96% of the university's undergraduate programmes embedding sustainability in some form. In addition, there are sustainability-focussed free elective modules available to all first year students such as 'Greening Business' and 'Global Warming'. We have also run highly successful sustainability internship schemes and have considerable expertise in environment and sustainability outreach to business, schools, schoolteachers and the wider public, often hosted at the Keele University Sustainability Hub.

The new Sustainability Intern role will support activities and projects in the formal, informal and hidden curricula as part of Keele's objectives to be one of the UK's leading sustainability-conscious campus communities.

## **1. Job Outline**

The new Sustainability Intern post has been created to assist the Director of Education for Sustainability, Sustainability Project Officer and Environmental Manager in embedding sustainability within the taught curriculum and the wider student and staff experience. The post is available immediately and is a part-time role on a rolling casual contract (up to 10 hours per week) and is open to current students studying at Keele University.

The Sustainability Intern will support the Education for Sustainability team and wider Sustainability Team in delivering the University's Education for Sustainability strategy and wider sustainability objectives, and will be involved in a wide range of activities including facilitating sustainability events for students and staff, assisting with sustainability projects, and supporting and promoting events and workshops. The Sustainability Intern will be assist in the development and dissemination of promotional material for the marketing and communication of sustainability education activities, as well as assisting in project evaluation and dissemination activities. The Sustainability Intern will also take a part in organising sustainability events in the co-curriculum such as an annual Green Festival, Exam Plus and Be More events and assist in liaising with other key stakeholders such as the Students' Union, Keele Postgraduate Association, Estates and Development, as well as student groups.

Applications are welcome from individuals studying at Keele who have a background knowledge and commitment to the environment and sustainability agenda, and who have the willingness to contribute to a range of sustainability projects working closely with students and staff. Candidates with previous experience of organising and delivering events, organising volunteer groups, creating promotional and communications materials and using social media for promotional activities will be welcomed. The successful candidate will be expected to demonstrate initiative and the ability to work independently, as well as being able to work as part of a team, and will have excellent communication, interpersonal, networking and organisational skills, and IT skills.

## **2. Applicant Information**

The post offered is a part-time Sustainability Intern on a casual contract which is available immediately.

Applicants should submit a copy of their updated CV with a cover letter to Sarah Briggs, Sustainability Project Officer, email [s.j.briggs@keele.ac.uk](mailto:s.j.briggs@keele.ac.uk) by the closing date below.

## **3. Enquiries**

Informal enquiries may be made to Sarah Briggs, Sustainability Project Officer, Tel: 01782 733184; email [s.j.briggs@keele.ac.uk](mailto:s.j.briggs@keele.ac.uk) or Professor Zoe Robinson, University Director of Education for Sustainability, Tel: 01782 734303; email [z.p.robinson@keele.ac.uk](mailto:z.p.robinson@keele.ac.uk)

## **4. Closing Date**

The closing date is Monday 11<sup>th</sup> February 2019

**SUSTAINABILITY INTERN**

**Job Description**

<b>School/Ri/Directorate:</b>	Vice Chancellor's Office
-------------------------------	--------------------------

<b>Responsible to:</b>	Sustainability Project Officer
------------------------	--------------------------------

<b>Casual Contract:</b>	£8 per hour during training (first 12 week contract), increases to £9 per hour	<b>Hours:</b>	Up to 10 hours per week
-------------------------	--	---------------	-------------------------

<b>Role Summary:</b>
The post holder will be involved in a wide range of activities including facilitating sustainability events, assisting with sustainability projects, supporting and promoting events and workshops, assisting with the development of social media communications and promotional material as well as project evaluation and dissemination activities to support the embedding of sustainability throughout the University. The Sustainability Intern will support the Sustainability Project Officer, Director of Education for Sustainability and Environmental Manager with sustainability events and campaigns throughout the academic year.

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Assist with the organisation of meetings, workshops and conferences and other sustainability events and dissemination events as required.</li> <li>• Assist with facilitation of events, stalls, workshops and other sustainability events throughout the academic year including Student Switch Off, Be More, Exam Plus, and Keele Green Festival.</li> <li>• Support the Sustainability Project Officer in the co-ordination and administration of curriculum and co-curriculum-based sustainability projects.</li> <li>• Support student societies and individual students with sustainability-related enquiries and resources.</li> <li>• Assist with the benchmarking of existing sustainability activities within programmes and other student-facing activities within the University.</li> <li>• Assist in evaluating the effectiveness of activities developed to embed sustainability into the curriculum and wider student experience.</li> <li>• Contribute to the development of learning and teaching materials to support different disciplines to integrate sustainability material into their programmes including the development, maintenance and use of online resources.</li> <li>• Assist in liaison and communication with sustainability stakeholders at Keele to promote sustainability within the curriculum and the wider student experience.</li> <li>• Collate, organise and edit publicity materials for review and approval from the Sustainability Project Officer and Director of Education for Sustainability.</li> <li>• Contribute to social media campaigns to promote events and activities, and disseminate news and information, and measure engagement.</li> </ul>

- Ensure that project objectives and deadlines are achieved within the required timescales and to high quality.
- Carry out additional tasks as outlined by the Director of Education for Sustainability, Environmental Manager and Sustainability Project Officer.

### **Supervision**

- Ability to work autonomously with a minimum of supervision required.

### **Personal Development / Performance**

- Adhere to the University's environmental policy and procedures and seek to promote environmental sustainability within area of responsibility.

### **Equality, Diversity, Health and Safety and Strategy**

- A strong commitment to the principles and practice of equality and diversity
- Thorough understanding and application of the Dignity and Respect Framework
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Co-operate with Keele University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and School/Departmental health and safety arrangements are complied with.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

This post is unlikely to meet the relevant criteria to allow the University to issue a Certificate of Sponsorship. Applications from candidates who require a Certificate of Sponsorship to work in the UK will be considered against the requirements stated in the recruitment documentation. Recruitment decisions will be made in accordance with the UK Visas and Immigration guidance.

### **References**

You are asked to provide details of two referees on your application form. Referees should be able to comment on your work and/or educational background and may be approached before interview. In providing these details you are giving the University permission to request personal information about you from your referees, which may include confirmation of your previous salary, disciplinary and work history.

### **Disability Confident**



Keele University is committed to taking positive steps to employ, keep and develop the abilities of disabled staff and has been awarded the disability symbol. We undertake to offer all applicants with a disability and **who meet the minimum essential criteria** an interview. If you wish to be considered

under this scheme, please indicate this by selecting 'Yes' in the Guaranteed Interview Scheme Section of your application. You can also provide specific information of any requirements/adjustments you may require to assist you during the recruitment process within this section.

The information you provide on your application will be forwarded to the recruiting area so that they may consider whether they can facilitate your requested adjustments. **Please note that if you do not indicate that you wish to be considered under the Disability Confident scheme in your application, you will not be considered under this Scheme.**

## PERSON SPECIFICATION

### SUSTAINABILITY INTERN

Criteria Headings	Essential	Evidenced by:	Desirable	Evidenced by:
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Working towards a degree at Keele University</li> </ul>		<ul style="list-style-type: none"> <li>Degree or working towards a degree incorporating environmental/social sustainability-related issues</li> </ul>	A, I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with students and student organisations within further or higher education</li> <li>Experience of co-ordinating/facilitating projects and event organisation such as information stalls, meetings, workshops and conferences</li> <li>Experience of working/responding independently and dealing with unforeseen circumstances and problems</li> <li>Experience of working with volunteers on projects</li> </ul>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>	<ul style="list-style-type: none"> <li>Knowledge of sustainability projects and activities at Keele such as Student Eats, Student Switch Off, Responsible Futures, Keele Green Festival, Fairtrade Fortnight, Be More, Residence Life and Exam Plus</li> <li>Experience of liaising with University stakeholders</li> <li>Awareness of the field of Education for Sustainable Development within the Further or Higher Education sector</li> <li>Experience of carrying out monitoring and evaluation of projects</li> <li>Experience of managing social media accounts (Facebook, Twitter, Instagram)</li> <li>Experience of video editing</li> <li>Experience of creating promotional materials for events/activities</li> </ul>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>

<b>Skills / Aptitudes/ Competencies</b>	<ul style="list-style-type: none"> <li>Excellent written and oral communication skills</li> <li>Excellent interpersonal</li> </ul>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>	<ul style="list-style-type: none"> <li>Ability to communicate at all levels within an organisation</li> </ul>	A, I
---	--	---	---	------

	<ul style="list-style-type: none"> <li>and networking skills</li> <li>• An ability to use social media and other media to promote events to a range of stakeholders</li> <li>• An ability to manage multiple tasks and organise time effectively between carrying out different project duties.</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>		
Other	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to, sustainability issues and education for sustainability.</li> </ul>	A, I		

**Closing date for applications:**

**Monday 11<sup>th</sup> February 2019**



**Promoting Equality, Valuing Diversity.**

