



CANDIDATE BRIEF

UNIVERSITY OF LEEDS

Student Sustainability Architects, Leeds University Business School



Salary: Grade 2 (£9.37 per hour)

Reference: FDSUS1020

Closing date: 23 February 2020

Interview date: 9 March 2020

Fixed term for the duration of the project. Part time roles working approximately 4 to 6 hours per week up to a maximum of 100 hours.

Student Sustainability Architects

Leeds University Business School

Are you a current University of Leeds student? Are you excited about trying out new ideas and making a positive difference at the University? Do you want to gain experience of delivering an exciting sustainability related project? Do you want to be part of a dynamic and committed team to help drive forward sustainability initiatives at the University?

Sustainability at the University of Leeds has a high profile and is being embedded throughout the organisation. These changes are being driven through our ambitious Integrated [Sustainability Strategy](#). This strategy integrates research and innovation, student education and operations; with the aim of driving collaboration and inspiring change.

As part of its aim to help expand sustainability knowledge and engagement across the student and wider communities, Sustainability Services is now seeking to appoint up to 3 Student Sustainability Architects for Leeds University Business School.

Student Sustainability Architects build capacity to deliver sustainability projects and bring new ideas and a student perspective. They take the lead on delivering projects that align with strategic objectives and also develop their own ideas to increase student participation with sustainability. Student Architects are part-time, paid positions and also provide support for student engagement activities, events, campaigns and initiatives.

Each support delivery of a core project in line with the University Sustainability Strategy. The aim of this role is to support the University Sustainability programme with particular emphasis on student engagement and may include working across multiple faculties/services to help deliver projects.

You will be a current University of Leeds student from any discipline and have a personal interest in sustainability. You will have good communication and interpersonal skills and an ability to interact well with others. You will be able to work effectively as part of a team, but also on your own initiative and have an enthusiastic and proactive approach.



You will be required to work flexibly, which may include working evenings and weekends when appropriate and working variable hours (hours will be approximately 4 to 6 per week up to a maximum of 100 hours per project, split over the project duration).

What does the role entail?

As a Student Sustainability Architect, your main duties are shown below and will include supporting one of the core projects listed in line with the University's [Sustainability Strategy](#).

For further details on the Student Sustainability Architect programme, please see <https://sustainability.leeds.ac.uk/student-sustainability-architects/>

Responsibilities for all Student Sustainability Architect roles will include:

- Supporting the delivery of a core sustainability project (see Appendix at end of document for details);
- Working with your supervisor to set objectives, plan and manage the project and monitor performance against these objectives (e.g. including time, quality and budgets);
- Where required, promoting Sustainability Services at key events, e.g. University Open Days, the Student Sustainability Research Conference, Discovery Theme fairs and Welcome to Leeds campaigns;
- Supporting the marketing of the service and communication of the Sustainability Strategy by, for example, using social media to publicise events or contributing to the Sustainability Services blog;
- Supporting student facing activities and assisting with other sustainability campaigns and projects when necessary.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



Core Sustainability Projects:

Each Student Sustainability Architect will be responsible for supporting on one of the following projects.

Project	Description
1	Leeds Sustainable Curriculum: Mapping the Leeds University Business School Curriculum against the Sustainable Development Goals
2	Food Carbon Footprinting in Leeds University Business School
3	Student Engagement on Sustainability in Leeds University Business School

Further details of each project are provided at the end of this document.

What will you bring to the role?

As a Student Sustainability Architect, you will have/be:

- A University of Leeds student enrolled onto a degree course or PhD for the 2019/20 academic year;
- Good knowledge of and a keen interest in current sustainability issues facing large organisations;
- Excellent written skills with experience of writing reports for different audiences, with a high level of accuracy and attention to detail;
- Excellent communication skills with the ability to present sustainability issues to different stakeholders;
- Excellent organisational skills with an ability to work under pressure and to respond to changing priorities and demands;
- Excellent IT skills with experience of using various Microsoft packages, including Word, Excel and Outlook;
- Experience of developing effective working relationships with a proactive and positive approach to working with a wide range of stakeholders.

You may also have:

- Experience of involvement in sustainability initiatives or projects;



- Experience of working in a customer/client focused environment;
- Experience of using social media in a work/commercial capacity.

How to apply

We welcome applications from all current University of Leeds students from any discipline. You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Kelly Forster, Sustainability Project Coordinator

Tel: +44 (0)113 343 0641

Email: k.h.forster@leeds.ac.uk

You may also be interested in viewing a video by some of our previous Student Sustainability Architects [here](#), which talks about their experiences as an Architect.

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations on our [Criminal Records](#) information page.



Appendix Projects

1. Leeds Sustainable Curriculum: Mapping the Leeds University Business School Curriculum against the Sustainable Development Goals

In our Vision to 2050, we aim to equip all of our students with sustainability knowledge, and the capacity to work across disciplines to develop sustainable solutions to grand challenges. We want our students to become sustainability literate leaders who are able to understand and communicate the sustainability skills they have to succeed in a competitive global employment market. The University is a signatory of the UN SDG Accord; the purpose of which is to celebrate and advance the critical role that education has in delivering the UN [Sustainable Development Goals \(SDGs\)](#). To ensure that we are delivering on our commitments, we are proposing to map all programmes against the SDGs. The project outputs could involve, but are not limited to:

- Undertake mapping of modules across Leeds University Business School against the United Nations Sustainable Development Goals, feeding back on process to Sustainability Services.
- Present findings in a format that can be used by module leaders to identify gaps.
- Work in collaboration with Sustainability Services and module leaders to identify training needs to assist module leaders to eliminate gaps (where appropriate).
- Feed into guidance and training resources for wider module mapping across the University.

2. Food Carbon Footprinting in Leeds University Business School

Leeds University Business School (LUBS) regularly host catered meetings, events and conferences. In an effort to reduce the environmental impact of these meetings, they are looking to conduct a research project aiming to understand whether communicating the climate impact of food influences behaviour change with regard to food choices. The Student Architect in this role will work collaboratively with the Sustainability Service on this project to



ensure alignment with other sustainability projects. Objectives of this project will include, but are not limited to:

- Reviewing the catered options at LUBS events and meetings
- Using specific software to understand the carbon footprint figures for identified menu items
- Develop suitable communications around the carbon footprint of food items
- Plan logistics for a roll out of the communications
- Undertake detailed behaviour change analysis
- Create a report on the results, advising LUBS of suitable next steps to take; and
- Work with the Catering Student Sustainability Architect to share progress and learnings.

3. Student Engagement on Sustainability in Leeds University Business School

Sustainability is part of being a student at the University of Leeds, no matter what your discipline. It's that simple. Sustainability is cross-disciplinary, perfectly slotting into undergraduate and postgraduate courses and opening up a rich seam of research possibilities. In our Seven Principles for Action on the Climate Crisis, the University committed to give opportunities to students to take part in activities to promote sustainability. Leeds University Business School would like to work with a Student Sustainability Architect to identify and develop opportunities for Leeds University Business School students to engage with sustainability. Objectives of this project will include:

- Conduct a research piece around current student engagement opportunities taking place for LUBS students and create a report on how current opportunities can be built upon and new opportunities can be developed (i.e. a sustainability-themed film club) to engage students on key sustainability topics (i.e. #2023PlasticFree, student citizenship, climate);
- Based on the findings of the research above, organise, promote and run student engagement activities; and
- Create a report on the results, including measurements of behaviour change resulting from the activities and advise on next steps.

