



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Campus Intern – Sustainability Projects Assistant



Salary: Grade 3 (£17,682 – £19,133 p.a.)

Reference: FDSUS1021

Closing date: 26 April 2020

2 roles for a fixed term period of 11 months from September 2020

Open to current University of Leeds undergraduate students only

Campus Intern – Sustainability Projects Assistant Sustainability Service, Facilities Directorate

Are you a current University of Leeds undergraduate student excited about trying out new ideas and making a positive difference? Would you like to join a dynamic and committed team and gain valuable experience, by supporting projects which drive sustainability within the University and the wider community?

Sustainability has a high profile at the University of Leeds, and it is being embedded throughout the organisation through our ambitious [Sustainability Strategy](#). This sets out a vision for the University, and realises exciting initiatives that underpin our student recruitment, learning and teaching, research and innovation and operational performance.

We are looking for **two student interns** to join our team for 11 months from September 2020, supporting our work in achieving the Sustainability Strategy through engagement and delivery. We are looking for proactive and creative individuals to support us in delivering key projects to embed sustainability across the University. Both roles will engage with staff, students and the wider community to raise awareness of sustainability initiatives across a wide range of issues.

Each role will focus on supporting a number of key Sustainability Service priority projects, which may include developing and delivering communication and engagement resources for staff and students, coordinating innovative social media content or supporting the development of the Leeds Sustainability Curriculum, amongst other project areas.

This is a unique opportunity to work within a large institution at an exciting time of change, where sustainability plays a key strategic role. Be part of a team that is leading the way in sustainability initiatives across the Higher Education sector. For example, the University has recently committed to 7 bold principles it will adopt to help tackle the global climate crisis, as well as undergoing a major institutional project to achieve the #2023plasticfree pledge and remove single-use plastic from its operations.



You will gain insights into how to implement and embed sustainability into a complex institution, develop contacts throughout the University and have an opportunity to influence change on many levels.

You will be a current undergraduate student at the University of Leeds (at the time of your application). You will have a passion and enthusiasm for sustainability, experience of project delivery, an ability to work independently and as part of a team, with excellent communication skills.

What does the job entail?

As a Campus Intern - Sustainability Projects Assistant, your duties will include:

- Supporting the development and delivery of projects relating to the University's Sustainability Strategy, ensuring our strategic targets are reached whilst maintaining the overall vision of sustainability at Leeds;
- Supporting the work of the Sustainability Service to promote its activity, and engage with staff and students through project delivery and the use of key communication channels;
- Supporting the collection and monitoring of sustainability data for annual reporting and performance monitoring;
- Providing support to the Sustainability Service and attending meetings and events as required;
- Taking and responding to enquiries from staff and students;
- Being aware of Health and Safety issues, and to take precautions to ensure the health and safety of yourself and other persons at all times.

The exact project areas each Intern will undertake will be determined by Service priorities, however at this stage it is envisaged that project areas will be divided between Interns and may include:

- Supporting the delivery of the University's Climate Plan, in line with the 7 Principles commitment to support the global transition to a low carbon future;
- Driving progress and initiatives for the successful delivery of the #2023plasticfree pledge; across operations, research and engagement;



- Working with the Sustainability Service to support the roll out and delivery of 'Blueprint', a new engagement programme, helping to ensure successful delivery and uptake;
- Organising the annual sustainability awards ceremony;
- Developing and delivering communication resources appropriate for different audiences, including newsletters, web content and other various media;
- Maintaining and coordinating team social media output and developing innovative ways of using social media to engage multiple stakeholders;
- Supporting and delivering projects and initiatives that embed sustainability into the taught curriculum.

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 and Service priorities.

What will you bring to the role?

As a Campus Intern - Sustainability Projects Assistant you will have:

- You will be a current University of Leeds undergraduate student (at the time of your application);
- Strong verbal communication and presentation skills, with the ability to support and run workshops and present sustainability issues to different stakeholders;
- Excellent written skills with experience of writing for different audiences, with a high level of accuracy and attention to detail;
- A good working knowledge of social media and other communications channels;
- Experience of developing effective working relationships with a proactive and positive approach to working with a wide range of stakeholders;
- A strong understanding of and enthusiasm for sustainability;
- Experience of supporting project delivery using a team-orientated approach, with the proven ability to work as part of a team;
- The ability to work independently and use organisational skills to prioritise and plan your own work;



- The ability to work under pressure and to respond to changing priorities and demands;
- Excellent IT skills with experience of using various Microsoft Office packages, including Word, Excel and Outlook;
- Demonstrable behaviours in line with the University of Leeds values.

You may also have:

- An understanding of stakeholder management and engagement;
- Experience of producing multi-media resources.

How to apply

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:

Lucy Stuart, Sustainability Programme Officer

Tel: +44 (0)113 343 7255

E-mail: l.stuart@leeds.ac.uk

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.

