



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Student Sustainability Architects, Facilities Directorate



Salary: Grade 2 (£9.67 per hour)

Reference: FDSUS1030

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

Closing date: Sunday 14 November 2021

Interviews: w/c 29th November 2021

Student Sustainability Architects Sustainability, Facilities Directorate

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 sits at the heart of the [University's new strategy](#). This is an exciting opportunity to join the [Sustainability Service](#) who support the University to deliver on our sustainability commitments. Through our strategic approach to sustainability, we draw on the diverse expertise of our students, staff and partners to collaborate in finding sustainable solutions to global challenges, and to maintain our position as world leaders in sustainability. Delivering this strategy requires significant engagement and collaboration with the whole University community, and externally, to facilitate behaviour and process change.

As part of its aim to help expand sustainability knowledge and engagement across the student and wider communities, Sustainability Services are now seeking to appoint 12 Student Sustainability Architects for the 2021/22 academic year.

Student Sustainability Architects build capacity to deliver sustainability projects and bring new ideas and the student voice. They take the lead on delivering projects that align with strategic objectives and also develop their own ideas to increase student opportunities in sustainability at Leeds. Student Sustainability Architects are part-time paid positions.

Each role supports delivery of a core project in line with the University's strategic approach to sustainability, with particular emphasis on student engagement working across the institution to help deliver projects.

You will be a current University of Leeds student and have a personal interest in sustainability. You will have excellent 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 pro-active 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 hours 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 strategic approach to sustainability.

For further details on the Student Sustainability Architect programme, please see <https://sustainability.leeds.ac.uk/get-involved/make-an-impact/student-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, Careers Fairs, Discovery Theme fairs and Welcome to Leeds campaigns,
- Supporting the marketing of the service and communication of sustainability at Leeds by, for example, using social media to publicise events or contributing to the Sustainability Services blog,
- Researching, applying and promoting equality, diversity and inclusion initiatives and sharing best practice,
- 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 Architect will be responsible for supporting on one of the following projects:

Project	Description
1	Natural flood management monitoring programme monitoring systems
2	Coordination and delivery of the campus biodiversity ambassadors living lab project
3	Residential Services – Biodiversity Action Planning
4	Faculty of Environment-based student ambassador
5	Community Engagement – Sustainability and Leeds 2023
6	Sustainability in the Computing curriculum
7	Sustainable Consumption within labs (plastics focus)
8	Activities and events for careers in sustainability
9	Development and delivery of biodiversity monitoring ambassador project for the Brownlee cycle track site.
10	Development and delivery of Catering Services food and carbon engagement programme.
11	Bike Hub Maintenance and Support Project
12	Development of edible campus with the University's Sustainable Garden at its heart

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 2021/22 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:

Michael Howroyd – Sustainability Projects Officer

Email: m.a.howroyd@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.

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme



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 **Sustainability Projects**

1. Natural flood management monitoring programme monitoring systems.

In a partnership between the Environment Agency, Leeds City Council and the University of Leeds, University land at the Brownlee Triathlon Centre has been committed as a Living Lab to support the Leeds Flood Alleviation Scheme's Natural Flood Management Programme.

In 2020, over 5,000 new trees were planted on the site and further flood management interventions on the site are being created in late 2021. The whole site is being used as a living lab for academic learning and teaching, providing a variety of opportunities to capture useful data that could aid in future flood management interventions.

Objectives of this project will include:

- Liaising with academic and operational partners in the creation and maintenance of monitoring equipment and dashboards that capture real-time data from the site;
- Supporting the creation of a monitoring ambassador programme for the site, using technology where possible to support live data reporting;
- Supporting the delivery of a launch event in early 2022;
- Coordinating with key stakeholders, including academic teams and Grounds & Gardens

2. Coordination and delivery of the campus biodiversity ambassadors living lab project

The University of Leeds Biodiversity Standard and Action Plan has set ambitious targets for increasing biodiversity on campus in recognition of the role that urban areas can play in supporting diverse species populations. Through a Leeds Living Lab project over the past three years, a student biodiversity ambassador programme has created three transects on the city campus to track pollinator, mammal and bird species as well as supporting the delivery of nationwide initiatives such as the Hedgehog Friendly Campus. The project has been recognised internationally at the International Sustainable Campus Network Awards 2020 and has also been shortlisted for the EAUC Green Gown Awards in 2021.

Objectives of this project will include:

- Development of volunteer training resources;
- Recruitment and co-ordination of a team of volunteers to deliver regular and ongoing monitoring activities across campus;
- Overseeing data collection and timescales;

- Leading on the testing and development of the transects and methodology for other species including birds, hedgehogs and small mammals, including bats;
- Support and develop communications around the Biodiversity Ambassador programme and outputs; and
- Regularly report to key stakeholders and feed into campus biodiversity meetings.

3. Residential Services – Biodiversity Action Planning

Residential Services is responsible for accommodating around 8,500 students, in University owned and private partner sites, both on and off campus. University owned accommodation is provided on eleven major residential sites, plus a number of smaller properties located on campus, and in the Headingley area. Residential Services has a number of sites accredited under the Green Tourism scheme, and works locally in partnership with the British Heart Foundation, British Hen Welfare Trust, Holbeck Elderly Aid, Over2hills, Urban Buzz, and the Yorkshire Wildlife Trust.

Objectives of this project will include:

- Using existing methods from previous years, use geographic information system software, e.g. QGIS mapping software, to produce site maps for the biodiversity action plans.
- Use the data collected from surveys to populate site-specific biodiversity action plans (BAPs) for the following University's residential sites, to meet the University's Biodiversity Standard, and fits in with both local and regional biodiversity corridors, e.g. Buglife's Urban Buzz initiative in Leeds:
 - Charles Morris Hall
 - Devonshire Hall
 - Lupton Residences
 - Back Cromer Terrace (rear of Lyddon Hall annexes)
 - Springfield Mount
- Establish a list of flora on each residential site, highlighting species that are either of special interest/value, or invasive in nature, so that actions can be planned to protect or remove, where appropriate.
- Produce a local biodiversity guide for each site, and promote awareness to both site staff and residents through both hardcopy and social media.
- Work with the Project Sponsor to identify opportunities to enhance the biodiversity of each residential site, thereby improving the well-being of residents and staff on the site.

4. Faculty of Environment-based student ambassador

We are excited to offer a student-led project within the Faculty of Environment (including the School of Food Science and Nutrition, School of Geography, School of Earth and Environment and Institute for Transport Studies).

You will work across undergraduate and taught postgraduate levels and have the opportunity to work closely with a number of key academic staff and students, including School Reps and Student Champions. You will identify some of the sustainability goals and objectives within the Faculty to inform your project, in line with the University strategy. There will also be scope to run events and initiatives, for example to raise awareness around current sustainability issues. Finally, you will be expected to be pro-active, work independently (with support from the Faculty Student Experience Officer) and take the lead.

5. Community Engagement – Sustainability and Leeds 2023

The University plays a critical role in the cultural life of the city and region and our support for Leeds 2023, the year-long celebration of culture, will generate significant opportunities in education, research and knowledge exchange, and engagement with our city .

Working with the Sustainability Service and the Culture Institute, this role will develop projects that co-deliver on sustainability and culture to our local communities.

Objectives of this project will include:

- Supporting collaboration between the Sustainability Service and Culture Institute as part of the University's commitment to Leeds 2023;
- Ensuring that sustainability involvement is maximised in the University's Leeds 2023 programme;
- Oversee and develop communications around project outputs;
- Undertake any research required with our University and wider community to scope potential projects;
- Oversee and develop Sustainability and Leeds 2023 projects.

6. Sustainability in the Computing curriculum

At the University of Leeds our award-winning curriculum reflects our wider approach to sustainability. Our vision for student education is to provide a transformative, research-based educational experience for students from diverse backgrounds, who develop the knowledge and skills they need to succeed and make a positive impact in the world. The University's Climate Principles commit us to integrating sustainability into our teaching provision at all levels and to giving opportunities to students to take part in activities to promote sustainability.

Through the Leeds Sustainable Curriculum programme we will become a leading institution for learning and teaching in sustainability and climate change, reflecting and supported by our world-leading research portfolio. We will provide our students with the knowledge and skills they need to have a positive impact in the world and to contribute solutions in our local community, and globally in an equitable and just way.

Understanding and articulating where the United Nations Sustainable Development Goals (SDGs) touch on some disciplines is more challenging than others. The skills

and knowledge required to deliver a sustainable future are diverse and interdisciplinary. To further our understanding and to support greater integration of sustainability in the curriculum, this project will focus specifically on the School of Computing.

The project could involve, but is not limited to:

- Undertake mapping of School of Computing programmes/modules against the United Nations Sustainable Development Goals;
- Identify internal and external best practice in teaching sustainability in computing;
- Identify key opportunities and challenges, including staff knowledge and capacity, resources and materials;
- Present findings and recommendations in a format that can be used by module/programme leads to identify and address gaps.

7. Sustainable Consumption (single-use plastics in labs)

In 2018 the University of Leeds and Leeds University Union made a collaborative pledge to remove single-use plastics across all of its operations by 2023 (#2023PlasticFree). Over the past three years, the University has reduced single use plastics considerably but we need to expand this further and integrate best practice more into research and teaching laboratories. Labs In 2020 we started piloting The Laboratory Efficiency Assessment Framework (LEAF), a tool developed by University College London to help students, staff and researchers to deploy sustainable practices into laboratories.

Objectives of this project will include:

- Oversee and develop communications around Sustainable Labs and the #2023PlasticFree pledge
- Support lab staff to deploy sustainable practices that fit into LEAF framework objectives
- Regularly report to key stakeholders and feed into Sustainable Labs meeting
- Support labs in implementing the Single-Use Plastics Standard and Procedure
- Support labs to assess and report their single-use plastic
- Overseeing data collection and timescales
- Report on emerging challenges regarding plastics within the labs environment and determine solutions

8. Activities and events for careers in sustainability

The Sustainability Service are seeking to run a series of sustainability careers workshops and events for students across disciplines to help them along their sustainability journey. Students will get the opportunity to listen to inspiring sustainability professionals from diverse backgrounds, hearing about their journey, the challenges they faced and to gaining handy tips to help them along their way.

A previous series of events were created by two Masters students at the University of Leeds who realised the value of knowledge sharing between sustainability professionals and those looking at starting their careers at the University.

Objectives of this project will include:

- Plan, organise and deliver sustainability careers events;
- Engage with internal and external stakeholders to recruit speakers and session chairs with a strong focus on equality, diversity and inclusion;
- Assist with event promotion and communications, encouraging student participation from across disciplines.

9. Development and delivery of biodiversity monitoring Living Lab project for the Brownlee Centre.

The University of Leeds Biodiversity Standard and Action Plan has set ambitious targets for increasing biodiversity in recognition of the role that urban areas can play in supporting diverse species populations. Over the past three years, a Leeds Living Lab student biodiversity ambassador programme has been created to engage volunteers in recording various species as well as supporting the delivery of nationwide initiatives such as the Hedgehog Friendly Campus.

Over the last couple of years, in partnership with the Environment Agency and Leeds City Council more than 5,000 trees and natural flood management interventions have been installed at the University's Brownlee Triathlon Centre to reduce flood risk to the Leeds area downstream. This is part of a wider project that has transformed the Brownlee centre site into a Living Lab for natural flood management research and teaching.

As a site with great biodiversity potential, an opportunity exists to replicate the work done with the campus ambassador monitoring programme on the Brownlee Centre site.

Objectives of this project will include:

- Working closely with site staff, campus ambassadors, sustainability and grounds teams to create site transects and share communications/messaging;
- Development of volunteer training resources;
- Recruitment and co-ordination of volunteers to deliver regular and ongoing monitoring data;
- Overseeing data collection and timescales;
- Regularly report to key stakeholders and feed into campus biodiversity meetings.

10. Development and delivery of Catering Services food and carbon engagement programme.

Great Food at Leeds is responsible for 13 restaurants and coffee shops across campus serving over 40,000 staff and students each week. They also manage the University's delivered catering service [Deli\(very\)](#). Here at Leeds, we have been a

Fairtrade University since 2005 and source locally produced food wherever possible, with 65% of our suppliers located within 40 miles of the University.

One of the key elements within catering services is to try and align all of our sustainability objectives. Catering services were awarded Sustainable Restaurant Association accreditation, and this offers an opportunity to use all of the strands of sustainability measured during the accreditation. The catering Blueprint has been developed to identify a sustainability action plan for the service, and the Student Sustainability Architect will work with the team to deliver these actions and improvements.

Objectives will include:

- Research into potential alternatives to single use plastic available within the market place that we could utilise within the operations
- Working with our Marketing Manager to promote communication of our Sustainability values, actions and achievements
- Research student requirements, for example holding focus groups and conducting surveys on healthy eating and plant based food options.
- Champion our Too Good to Go (foodwaste) app and increase use and awareness
- Create a programme of Fairtrade events, menus and social content. This will include research and benchmarking.
- Aid in collating evidence for accreditations such as Fairtrade and Sustainable Restaurant Association

11. Bike Hub Maintenance and Support Project

The University of Leeds Bike Hub is one of the largest University bike hubs in the UK, and we are committed to providing facilities and initiatives to make cycling around Leeds safe, affordable and pleasant. The Bike Hub is in high demand at the University, and we are looking for someone who does not mind working with their hands to support the Hub's work to make active travel accessible to everyone.

This is a great opportunity to not only learn about how to provide effective cycle support, but also an incredible networking opportunity to meet with like-minded people in Leeds.

Are you friendly, excited about bikes (including adapted cycles), tea, and helping promote activities that are not only hugely beneficial to the environment, but also helps to improve an individual's health and wellbeing? The Bike Hub may be the right place for you! At the Hub, we work hard to make sure that the Hub is an inclusive place where everyone feels welcome; it is not about how much you know about bike mechanics, but about your interest in promoting cycling on campus and beyond.

Objectives of this project will include:

- Support uptake of active travel including behaviour change activity
- Be a physical point of contact for sustainability and active travel on campus
- Regularly report to stakeholders and feed into Leeds community cycle-related meetings
- Assist with Bike maintenance and repairs
- Offer cycling advice to visitors at the hub
- Oversee and develop communications around the Bike Hub programme
- Assist with bike hiring activities

12. Development of edible campus with the University's Sustainable Garden at its heart

The Sustainable Garden, next to Roger Stevens building, was created in 2013 based on the University's 'water@Leeds' gold award winning RHS flower show entry. It is made up of a forest garden area, a permaculture style allotment planting area and a soon to be installed mindfulness space. It is designed to be the heart of a wider edible campus including fruit trees, berries, nuts planted across campus, both singly and within 'pocket beds'.

Due to a number of changes over the past few years – not least the impact of COVID-19 on the ability to run gardening sessions on campus - there is now the opportunity to reinvigorate the space, creating new opportunities for students and developing links with other University based and community organisations across the LS6 area, whilst also building on the use of the space for Living Lab research projects.

Growing edible plants has a host of benefits including those related to wellbeing and nutrition, food system resilience, biodiversity, community cohesion, water management and climate. There is an opportunity to develop the space to promote and enable growing activities amongst the University and wider community.

The Student Architect would work with the Sustainability Service, the Sustainable Garden Working Group and the University grounds team to develop and implement the plan for the edible campus, engaging with students, societies and local organisations, arranging volunteering sessions and events, and supporting with the development of communications around the project.