



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Student Sustainability Architects, Facilities Directorate



**Salary: Grade 2 (£11.47 per hour)**

**Reporting to: Zoe Gilbank, Sustainability Projects Officer**

**Reference: FDSUS1054**

Fixed-term because the post is for the sole purpose of completing a task or project with a specific end date. The roles are part-time working approximately 4-6 hours per week up to a maximum of 100 hours.

**Location: Facilities Directorate (with scope for hybrid working)**

**We are open to discussing flexible working arrangements.**

## Overview of the Role

**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?**

As part of our aim to help expand sustainability knowledge and engagement across the student and wider communities, the Sustainability Service are seeking to appoint 22 Student Sustainability Architects for the 23/24 academic year.

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

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

Sustainability sits at the heart of the [University's strategy](#) and underpins every element of the recently published [Climate Plan](#). 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.

For further details on the Student Sustainability Architect programme, please see [sustainability.leeds.ac.uk/get-involved/make-an-impact/student-architects](https://sustainability.leeds.ac.uk/get-involved/make-an-impact/student-architects)

## Main duties and responsibilities

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 to look for creative and innovative solutions to problems. You will have high-level organisation skills with an enthusiastic and pro-active approach. You will also have excellent time-management skills with the ability to prioritise your academic work and deadlines as necessary.

The main duties of a Student Sustainability Architect will involve supporting one of the core projects listed, in-line with the University's strategic approach to sustainability. Responsibilities will include:

- Supporting the delivery of a core sustainability project (see Appendix at end of document for more 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, and Welcome, Induction, and Transition events.
- Supporting the marketing of the Sustainability Service and communication of sustainability at Leeds by, for example, using social media to publicise events or contributing to the Sustainability Service blog and news posts.
- 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, including the Student Sustainability Research Conference.

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.

## **Qualifications and skills**

Essential:

- A University of Leeds student enrolled onto a degree course or PhD for the 23/24 academic year.
- Good knowledge of and a keen interest in current sustainability issues facing large organisations.
- Excellent communication and written skills with the ability to present information to different audiences in different formats, with a high level of accuracy and attention to detail.
- Excellent organisational skills with an ability to use your initiative, respond to changing priorities and meet project deadlines whilst maintaining quality expectations.
- Excellent IT skills with experience of using various Microsoft packages, including Word, Excel, and Outlook. Plus any other software skills and experience relevant to your preferred Student Sustainability Architect project briefs.
- Excellent interpersonal skills with experience of developing effective working relationships with a wide range of people taking a proactive and positive approach.

## **How to apply**

We welcome applications from all current University of Leeds students from any discipline. You can apply for this role online by submitting your CV and a

supporting statement which refers to the qualifications and skills listed above. More guidance can be found on our [How to Apply](#) information page.

If you are shortlisted, you will be required to attend an assessment centre on either 18/10/23 (1-2pm) or 20/10/23 (10-12am) at [Imagine Climate Action Hub](#).

## **Additional information**

### **Working at Leeds**

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

### **Our University**

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

### **Information for disabled candidates**

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



# Appendix: Projects 2023-24

**Project 1:**            **Student engagement with the Living Lab programme**

**Programme(s):**    Living Labs / student engagement

**Supervisor(s):**    Jane Dickinson, Sustainability Service

**Scope:**            Living Labs have the potential to add to and support the student experience, as well as being a valuable additional to the experiential learning environment at the University.

This Student Sustainability Architect role will allow further research to be carried out on where examples of good practice are in this field, both in the UK and abroad, as well as providing the opportunity to include student voice in the planning and communication of future student led Living lab projects including those that support community engaged learning.

- Objectives:**
- Research the prevalence of Living Labs across UK HE institutions (and internationally to a lesser extent) with a focus on student engagement.
  - Conduct research amongst the student body at Leeds, potentially through LUU and/or the Student Sustainability forum, to gain an insight into student understanding of Living Labs, and what they would wish to gain from the programme.
  - Compile a report on good practice and make suggestions to support the growth of the Living Lab programme at Leeds.

**Hours:**             100

**Project 2:**            **Engagement with the Sustainable Labs programme**

**Programme(s):**     Sustainable Labs / student and staff engagement

**Supervisor(s):**    Laura Wilkinson Hewitt, Sustainability Service

**Scope:**            Laboratories are one of the most energy and resource intensive areas at the University of Leeds, but also one of the most challenging to improve due to the nature of scientific research.

The University has been rolling out the Laboratory Efficiency Assessment Framework and other sustainable labs initiatives across campus, supported by regular meetings of the Sustainable Labs network. We have also developed a Sustainable Labs Resource Hub on SharePoint; a comprehensive library of information lab-based staff and students can use to improve the sustainability of their lab spaces. Having regular meetings and resources such as these readily available is the key to improving engagement with lab staff and improving the sustainability of our labs.

Student and staff engagement with Sustainable Labs is key to embedding sustainable research practices throughout their time at University and into their future research careers.

- Objectives:**
- Develop and maintain the Sustainable Labs Resource Hub by gathering case studies of best practice from labs across campus already engaging with sustainability initiatives (reusing materials, reducing plastic use, sharing resources and equipment etc.) and adding links to useful online sources.
  - Support with Sustainable Labs engagement activity (e.g., feeding into regular Sustainable Labs meetings, developing comms material to raise awareness of LEAF, signpost staff and students to the Sustainable Labs Resource Hub).
  - Support the Sustainability Service team and LEAF peer auditors to audit LEAF labs, determine impact, and share successes.
  - Depending on capacity, potential to gather insight into staff / student perspectives on the best ways to increase engagement with sustainable labs practices, develop induction materials with technical and lab staff and identify opportunities for potential Living Lab projects (for example, reducing plastic use / waste in labs, trialling new methods of reuse, testing new practices or equipment to reduce energy-use).

**Hours:**             100

**Project 3:**                    **Student engagement with sustainability**

**Programme(s):**     Student engagement

**Supervisor:**        Lorraine Williams-Jones, Sustainability Service

**Scope:**                A critical element across our programmes and projects is engaging our students in sustainability. With more than 37,000 students at very different stages in their sustainability journey that's no small task. There are lots of different ways that students can get involved with sustainability whilst at university, but one of the biggest challenges is getting their attention in the first instance.

The aim of this Student Sustainability Architect project is to engage students at the University of Leeds with sustainability; promoting the importance of sustainability as a student, raising awareness of the Sustainability service and the University's sustainability commitments, and linking them in to all the different ways they can get involved.

This would involve developing and supporting a series of events and communications activities that could include student fairs, campus tours, taster sessions, in person events, competitions, social media posts and content such as videos, podcasts, content in student media channels etc. The exact nature of the activities is open to the student architects to work together to develop.

- Objectives:**
- Support in promoting the Sustainability Service and University's sustainability commitments at student fairs and events through the year such as Welcome Week, Student Welcome Hub, Climate Week, Campus Live, Volunteering Week, Fresh Start festival.
  - Support and coordinate activities designed to engage students in sustainability such as campus tours, workshops, taster sessions, competitions.
  - Collaborate with the other engagement focused Student Architects to align project messaging and facilitate their involvement in key engagement opportunities
  - Incorporate the student voice into creating content to promote sustainability to students – e.g. social media posts, blogs, podcasts, videos, pieces for other student media channels. Gather insight and understanding of students' interest in sustainability and what they would like to hear more about / be involved in, including collaborating with student societies, other SSAs, and LUU sustainability forum and ambassadors.

**Hours:**                    100

**Project 4:**                    **Student engagement with Sustainable Travel**

**Programme(s):**     Sustainable Travel / Net Zero principle / student engagement

**Supervisor:**        Hannah Pettavel, Sustainability Service

**Scope:**              As we move forward with the Sustainable Travel climate principle, we endeavour to be inclusive, equitable and comprehensive in the approaches we take. Therefore, we are keen to amplify the voices of students and utilise the SSA's on-the-ground knowledge, skills, and experience to help raise awareness, increase engagement from students, and help inform our efforts around sustainable travel.

**Objectives:**

- Deliver engagement activity around key moments in the academic year such as developing communications material around encouraging students to think about travelling more sustainably to-and-from home/Leeds, awareness days (e.g. Clean Air Day, Car Free Day), tenancy changeover period.
- Support the communications and engagement planning around the Annual Travel Survey - a key measure of success for this SSA would be an increased response rate from students on the Annual Travel Survey.
- There will also be opportunities for the SSA to work/engage with the Bike Hub (depending on requirement / capacity)

**Hours:**                100



**Project 5:**                    **Student Sustainability Research Conference 2024**

**Programme(s):**     Sustainable Curriculum, student engagement

**Supervisor:**        Zoe Gilbank, Sustainability Service

**Scope:**             The Student Sustainability Research Conference offers a unique opportunity for students of any discipline and at any level to showcase their cross-disciplinary sustainability research. After occurring annually for the past seven years, the SSRC23 was delivered in-person following COVID-19 and provides the opportunity to build upon and refine for the conference in 2024.

**Objectives:**

- Assist with managing student applications and support in coordinating the themes, schedule and format of the event.
- Research new opportunities to ensure the conference is delivered sustainably, inclusively and accessibly
- Support in delivering an engaging comms plan to promote applications and attendance. Liaise with relevant stakeholders as appropriate
- Assist with the delivery of the event on the day (set up, coordination of registration etc)
- Support with the carbon footprinting data collection and calculation

**Hours:**                100

**Project 6:**            **Campus biodiversity monitoring**

**Programme(s):**    Biodiversity

**Supervisor:**        Michael Howroyd, Sustainability Service

**Scope:**            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 four 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:**

- Coordinate and deliver regular and ongoing biodiversity monitoring activities across the University estate (mainly campus) including supporting the Hedgehog Friendly Campus initiative
- Support and develop communications material around the biodiversity monitoring programme to promote activity and signpost to educational resources
- Utilise and raise awareness of the campus transects (and potentially develop methodology for other species including birds, hedgehogs and small mammals, including bats)
- Collaborate with key stakeholders (particularly Residential Services SSA) and feed into campus biodiversity meetings as required

**Hours:**            100

**Project 7:**            **Plastic Free Zones**

**Programme(s):**    Plastic Programme

**Supervisor:**        Lorraine Williams-Jones, Sustainability Service

**Scope:**            From 2023 onwards, the Plastic pledge is evolving to a longer-term Plastics programme which aligns to wider strategic objectives of the Climate Plan (Net zero plus / Scope 3 supply chain emissions), the UN SDGs (especially SDG 12 Responsible Consumption & Production) and moving towards a more circular economy approach.

As part of ongoing work, we are keen to identify and celebrate the areas of campus where avoidable SUPs have been removed and one potential approach could be through the designation of 'Plastic Free Zones'.

- Objectives:**
- Undertake research into the concept of Plastic Free Zones and collate insight into best practice around implementing Plastic Free Zones within higher education settings
  - Incorporate insight into best practice around communicating the implementation of Plastic Free Zones and encouraging the associated behaviour change
  - Draft proposed criteria, test this amongst staff and students and pilot in areas of campus to inform the longer-term reporting and monitoring of operational SUPs.

**Hours:**              100

**Project 8:**                    **Community Gardening Projects lead**

**Programme(s):**     Student engagement / Community projects / Net Zero City principle

**Supervisor:**        Chris Bowie, Sustainability Service

**Scope:**              Growing edible plants and gardening have a host of benefits including those relating to wellbeing, biodiversity, community cohesion, water management and climate. There is an opportunity for a Student Sustainability Architect to work with the Sustainability Service to develop and implement local community gardening projects.

**Objectives:**                    The role will involve engaging with students, societies and local organisations, arranging volunteering sessions and events, and supporting with the development of communications around the projects.

- Plan and deliver gardening projects across both campus and the local community to increase engagement with staff, students and the local community (including local school, organisations and groups)
- Support in developing communications material to raise awareness of the opportunities for both the University and local community to get involved in gardening and edibles projects
- Collaborate with key stakeholders (e.g. Estates, student societies, LUU) to promote activity

**Hours:**                    100

**Project 9:**            **Circular economy community projects**

**Programme(s):**    Student engagement / Community projects / Net Zero City principle

**Supervisor:**       Chris Bowie, Sustainability Service

**Scope:**            Increasing the number of people who engage with circular economy initiatives is crucial to reducing waste. Working with the Sustainability Service, this role will support the development and implementation of a number of circular economy initiatives in the local community to support students' active and positive citizenship, minimise their waste impacts and support our ambitions to deliver a net zero city.

**Objectives:**

- Plan and deliver circular economy initiatives on campus and in the local community (depending on student preference, this could include repair cafes, swap shops, food waste schemes, upcycling workshops, litter picks)
- Engage and collaborate with students, societies, academic schools, LUU and local organisations to deliver the different activities
- Develop communications material to promote opportunities to get involved with circular initiatives and raise awareness around net zero city / circular waste messaging.

**Hours:**             100

**Project 10:**      **Supporting the Sustainability Reps as part of the Residence Life Social Committee Programme**

**Programme(s):** Student engagement

**Supervisor:**     Dominic Owens, Residence Life

**Scope:**           Residence Life at the University of Leeds is all about making the experience in halls the best it can be. Living in Residence gives students the freedom to live on their own, while still having the support they need to successfully transition to university life.

The Residence Life Social Committee programme (RLSC) provides students with the opportunity to run events in their hall. Students meet regularly as a Committee and work within a budget to plan exciting social events, fundraisers and campaigns. Within the RLSC programme, there are various rep roles including Sustainability Reps who are responsible for working collaboratively to plan and deliver events about sustainable living for their residences. They advocate for sustainability within their social committee and support the delivery of Residential Services Blueprint.

This Student Sustainability Architect project will focus on developing these roles to understand how they can effectively embed sustainability into their social committee planning processes. The Architect will be expected to meet with the Sustainability Reps on a monthly basis to support them with their sustainability responsibilities such as event planning, fundraising and campaign delivery.

- Objectives:**
- Work collaboratively with ResLife and the Sustainability Service to review and develop the Sustainability Rep roles on the Residence Life Social Committees (RLSCs). Attend regular meetings to guide and advise the Sustainability Reps.
  - Shape and define how the roles can; embed sustainability into their responsibilities, support the other committee reps with sustainability guidance and deliver engaging sustainability events.
  - Act as a central point to connect the different Sustainability Reps across all the RLSCs (along with other relevant student networks) to build a community around sustainability, supporting them to collaboratively deliver sustainability initiatives.
  - Support the Sustainability and Marketing Reps to engage students in residences with different sustainability initiatives happening across Residential Services and the wider University linking in with the Sustainability Service and ResLife communications teams.
  - Provide recommendations to the RLSCs / wider ResLife team on how the roles can be improved and utilised to further engage students in residences with sustainability.

**Hours:**             50



**Project 11:**            **Activities and events for sustainable careers**

**Programme(s):**     Student engagement / Sustainable Careers

**Supervisor:**        Holly Fox

**Scope:**             The Careers team and Sustainability Service run annual careers and employability events for students across disciplines to help them along their sustainability journey. These activities provide students with the opportunity to listen to inspiring sustainability professionals from diverse backgrounds, learn about the breadth of sustainability career options, understand the green skills associated with sustainability careers and gain handy tips to help them along their way.

Liaising with both teams, this project will continue with and build upon previous work recognising the value of knowledge sharing between sustainability professionals and students looking at starting their careers.

- Objectives:**
- Support the delivery of various sustainability careers events including careers fairs, Sustainability Spotlight Week, the Student Sustainability Research Conference.
  - Outreach; actively engage with internal and external employers / stakeholders to identify sustainable employers, recruit speakers and presenters for different events throughout the year.
  - Plan, organise and deliver sustainability careers opportunities for students (e.g. workshops / events / talks / activities).
  - Assist with cross-service event promotion and communications (including content creation for social channels), encouraging student participation from across disciplines.
  - Support in producing resource materials for sustainability careers events.

**Hours:**                100

**Project 12:**            **Faculty of Environment student-led project**

**Programme(s):**    Student engagement

**Supervisor:**        Natalie Davies-Ania

**Scope:**            Opportunity for a student (from any discipline) to deliver a project with support from 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).

**Objectives:**

- Identify some of the sustainability goals and objectives within the Faculty to inform your project, in line with the University strategy
- Run events and initiatives across undergraduate and taught postgraduate levels, for example to raise awareness around current sustainability issues
- Work closely with a number of key academic staff and students, including School Reps.
- Be pro-active, work independently (with support from the Faculty Student Experience Officer) and take the lead.

**Hours:**             100

**Project 13:**        **Gair Wood outreach and engagement activity**

**Programme(s):**    Biodiversity

**Supervisor:**       Robin Hayward, United Bank of Carbon

**Scope:**            As one of the most significant woodland creation projects in the North of England, Gair Wood will provide a range of benefits to the region whilst eventually contributing towards carbon capture as part of the University of Leeds Climate Plan.

**Objectives:**        Gair Wood aims to become an exemplar site that will provide excellent opportunities for the University to engage with local community groups. The volunteer sessions organised from January – March 2023 saw 186 members of the local community and 138 students and staff from the University coming together. Going forward, the site will create new and exciting ways for local people to engage in the project and outreach activity including further volunteering opportunity will support this.

- Collaborate with the Gair Wood project management team, UBoC, the Sustainability Service and local community organisations on delivering outreach activity aimed at engaging students, staff and members of the local community with opportunities to get involved with Gair Wood related activities and events
- Produce communications material in collaboration with the UBoC and Sustainability Service communications teams to raise awareness of and boost engagement with the activities / site (e.g., a Gair Wood diary)
- Develop and deliver various activities and events (e.g., volunteering) to encourage members of the local community (and University community) to visit the site (utilising the 'friends of' group to support where appropriate)

**Hours:**             100

**Project 14:**            **Supporting engagement with sustainability in Catering Services**

**Programme(s):**    Circular economy / student engagement / Net Zero principle

**Supervisor:**       Lisa Hall, Catering Services

**Scope:**            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 our sustainability objectives. Catering Services were awarded Sustainable Restaurant Association accreditation, and this offers an opportunity to use all the strands of sustainability measured during the accreditation. The Catering Services 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:**

- Work in collaboration with Catering Services (and the Sustainability Service) to engage students with key sustainability and catering messages.
- Communicate emerging challenges regarding plastics in Catering Services and promote more sustainable food and drink behaviours such as using reusables (e.g. 'bring your own lunchbox' campaign, KeepCup discounts etc),
- Identify opportunities to increase awareness around tackling food waste such as communication of operational processes and greater promotion of Too Good to Go / other similar apps
- Raise awareness around Fairtrade and the Fairtrade food options available across campus.

**Hours:**             100

**Project 15:**            **Supporting engagement with the University's Climate Plan**

**Programme(s):**    Engagement / Climate Plan

**Supervisor:**       Gina Hardcastle, Central Comms

**Scope:**            Since the launch of the University's ambitious Climate Plan, Communications and Engagement have planned ongoing activity to raise awareness of climate change and how this will impact colleagues across our University community.  
We are eager to utilise the SSA's specialist knowledge of art/performance or theatre as a creative route for increasing engagement with the Climate Plan.

**Objectives:**

- Develop and deliver engagement activity around each Climate Principle of the Climate Plan in the form of educational theatre/performance/art workshops throughout the academic year.
- Use innovative and creative tools to raise awareness of the Climate Plan (and the Climate Principles) across the University community and engage audiences that may previously be disengaged.
- Work collaboratively to deliver educational engagement activity, conducting research throughout to review and understand both student and staff interests and motivations in climate issues.
- Utilise opportunities to engage and collaborate with students, societies, academic schools, Services, LUU and local organisations to deliver the different activities.

**Hours:**             100

**Project 16:**            **Supporting the development of Sustainability Discovery modules**

**Programme(s):**    Sustainable Curriculum

**Supervisor:**        Vasiliki Kioupi and William Young, Sustainable Curriculum programme team

**Scope:**            The Sustainable Curriculum programme is one of the University's Climate Plan principles. The ambition is for the University to demonstrate its leadership in this field, utilising our education and research strengths, to equip our students with the knowledge, skills and capabilities to contribute to developing solutions to global challenges as they progress throughout their future careers.

As part of the University's 10-year curriculum transformation programme – Curriculum Redefined, the university is reviewing how it enhances and creates space for multidisciplinary learning within its elective Discovery offer. Sustainability is and will continue to be a central theme within this. The Sustainable Curriculum programme will inform how sustainability is integrated within Discovery.

This SSA role will work with academic leadership and project team membership to support the future development of sustainability module content within the suite of Discovery modules. This will involve coordinating work with input from multiple internal staff members. The post will also contribute to assessing what students need and would benefit from and how they might engage in these interdisciplinary sustainability learning opportunities. This SSA will work closely with the SSA for project 22.

- Objectives:**
- Shape and promote opportunities for staff and students to contribute to shaping the university's sustainability Discovery offer;
  - Collaborate, plan and organise work to further develop Discovery. This will align with University Curriculum Redefined ambitions and timescales;
  - Produce reports and updates drawing upon desk research exploring models adopted elsewhere across the global higher education sector and drawing upon insights captured within project 22.
  - To work with other Sustainable Curriculum SSAs to develop avenues to raise student awareness of and participation in the Sustainable Curriculum programme.

**Hours:**                100



**Project 17:**                    **Evaluation of student engagement in Welcome, Induction and Transition sustainability resources**

**Programme(s):**     Sustainable Curriculum

**Supervisor:**       William Young, Sustainable Curriculum programme team

**Scope:**             The Sustainable Curriculum programme is one of the University's Climate Plan principles. The ambition is for the University to demonstrate its leadership in this field, utilising our education and research strengths, to equip our students with the knowledge, skills and capabilities to contribute to developing solutions to global challenges as they progress throughout their future careers.

As part of the 2023/24 Welcome, Induction and Transition planning, the Sustainable Curriculum programme has shaped a collection of sustainability modules that students can engage in as Discovery modules or self-led learning routes. In addition to existing Discovery content students can access induction modules on the 'Sustainability in Practice' Minerva Organisation (previously only available to staff) and the Leeds University Business School 'Climate Action Training'.

This SSA role will develop a methodology for assessing the impact of this new content and students' engagement with it. This will include obtaining student feedback and making recommendations for how the university can continue to develop and better promote these learning materials.

- Objectives:**
- To develop an approach for evaluating awareness of, engagement in and feedback about the sustainability learning materials promoted as part of 2023/24 Welcome, Induction and Transition.
  - To produce a set of recommendations for how access to and engagement in Discovery and self-led learning materials could be enhanced in the future.
  - To work with the project team and SSA leading project 21 to develop actions informed by the evaluation.
  - To work with other Sustainable Curriculum SSAs to develop avenues to raise student awareness of and participation in the Sustainable Curriculum programme.

**Hours:**               100

**Project 18:**                    **Enhancing the staff Sustainable Curriculum SharePoint Resource**

**Programme(s):**     Sustainable Curriculum

**Supervisor:**       Clare Jackson & Jane Dickinson, Sustainability Service

**Scope:**             The Sustainable Curriculum programme is one of the University's Climate Plan principles. The ambition is for the University to demonstrate its leadership in this field, utilising our education and research strengths, to equip our students with the knowledge, skills and capabilities to contribute to developing solutions to global challenges as they progress throughout their future careers.

The Sustainable Curriculum programme has developed a SharePoint resource for staff with scholarly content, resources, case studies and space for toolkits to support staff in embedding sustainability in curricular, co-curricular and extra-curricular sustainability learning opportunities. In 2023/24 we will continue to enhance this and add further case studies and reference materials. This will include the development of a section on Leeds Living Labs (these are student research projects that utilise the university campus or the city as a test bed for testing solutions to sustainability challenges).

This SSA role will work with the Sustainable Curriculum programme manager and the Programme lead for Leeds Living Labs to shape this new content. This role will also work with other Sustainable Curriculum SSAs to explore avenues to raise student awareness of, engagement and participation in the Sustainable Curriculum programme.

- Objectives:**
- To capture case studies from staff and students on how sustainability has been integrated within their courses, co and extra curricular opportunities.
  - To shape the Living Lab resource and work with staff and students across the university to develop content for this.
  - To work with other Sustainable Curriculum SSAs to develop avenues to raise student awareness of and participation in the Sustainable Curriculum programme.

**Hours:**               100

**Project 19:**            **Supporting the development of the Leeds University Network for Sustainability in Higher Education (LUNSHE)**

**Programme(s):**     Sustainable Curriculum

**Supervisor:**       Jonas Cromwell & Pierre-Philippe Dechant, Sustainable Curriculum programme team

**Scope:**             The Sustainable Curriculum programme is one of the University's Climate Plan principles. The ambition is for the University to demonstrate its leadership in this field, utilising our education and research strengths, to equip our students with the knowledge, skills and capabilities to contribute to developing solutions to global challenges as they progress throughout their future careers.

In 2023 the Sustainable Curriculum programme launched LUNSHE – Leeds University Network for Sustainability in Higher Education. This is a community with 75+ followers, with three network events delivered at the end of the 2023 academic year. In the 2023/24 academic year, the network will meet monthly and be a catalyst for new ideas and knowledge exchange around embedding sustainability within programmes and student opportunities. To date the network has attracted largely a staff audience, with ambitions to increase the student and employer voice in the year ahead.

This SSA role will work with two academic staff members (one from the School of Maths and one from the School of Food Science & Nutrition) to further develop the LUNSHE network. This role will also work with other Sustainable Curriculum SSAs to explore avenues to raise student awareness of engagement and participation in the Sustainable Curriculum programme.

- Objectives:**
- To work with project team members to plan, organise and deliver LUNSHE network events
  - Secure student, staff and employer contributions;
  - Develop and implement a comms plan to extend interest and engagement in the network across staff and student audiences
  - To work with other Sustainable Curriculum SSAs to develop avenues to raise student awareness of and participation in the Sustainable Curriculum programme.

**Hours:**               100

<b><u>Project 20:</u></b>	<b><u>Supporting the Sustainable Curriculum programme to build connectivity with student societies</u></b>
<b>Programme(s):</b>	Sustainable Curriculum
<b>Supervisor:</b>	Anne Tallontire, Sustainable Curriculum programme team
<b>Scope:</b>	<p>The Sustainable Curriculum programme is one of the University's Climate Plan principles. The ambition is for the University to demonstrate its leadership in this field, utilising our education and research strengths, to equip our students with the knowledge, skills and capabilities to contribute to developing solutions to global challenges as they progress throughout their future careers.</p> <p>In the 2023/24 academic year the programme seeks to strengthen partnership working with societies including the Sustainability Society and other societies that link to sustainability themes.</p> <p>This role will coordinate the input of the Societies, and other Sustainable Curriculum SSAs to shape recommendations for how the programme could increase student participation and engagement in the Sustainable Curriculum programme – thinking about how we engage a diverse spectrum of students with differing insights, perspectives and previous levels of engagement in sustainability themes.</p>
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• To coordinate the input of the other Sustainable Curriculum SSAs and society representatives.</li> <li>• Plan and organise opportunities to explore ideas and formulate recommendations for student engagement opportunities;</li> <li>• Prepare and implement delivery plans for student engagement events and activities and secure the resource and any budget needed to achieve these;</li> <li>• Develop an approach for monitoring and evaluating the success of engagement activities and prepare updates and reports on these for project team members.</li> </ul>
<b>Hours:</b>	100

**Project 21:** Biodiversity action plans & habitat maps

**Programme(s):** Biodiversity

**Supervisor:** Mike Leonard, Residential Services

**Scope:** Residential Services is responsible for accommodating around 9,000 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 in partnership with its supply chain, and third sector charities, e.g., British Heart Foundation, British Hen Welfare Trust, Over2hills, Rainbow Junktion Café, and Yorkshire Wildlife Trust.

The post-holder must have a hands-on approach to work, be willing to undergo training on the University's biodiversity performance tool, with an ability to work collaboratively with others, and build effective working relationships. Some experience of GIS is desirable for this project.

- Objectives:**
- 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 Charles Morris Hall and Lupton Residences, to meet the University's Biodiversity Standard
  - 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.
  - Support the Residential Services and Sustainability Service Communications teams to develop communications material (including social media and hardcopy sources), promote sustainability campaigns at various events, and support student facing engagement activity.

**Hours:** 100

**Project 22:** Circular resource economy and single-use plastic in Residences.

**Programme(s):** Circular economy

**Supervisor:** Mike Leonard, Residential Services

**Scope:** Residential Services is responsible for accommodating around 9,000 students, in University-owned and private partner sites, both on and off campus. University owned accommodation is provided on eleven major residential sites, plus several 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 in partnership with its supply chain, and third sector charities, e.g., British Heart Foundation, British Hen Welfare Trust, Over2hills, Rainbow Junktion Café, and Yorkshire Wildlife Trust.

The post-holder must have a hands-on approach to work, strong communication and interpersonal skills, with an ability to work collaboratively with others, and build effective working relationships.

- Objectives:**
- Develop, promote and implement a number of sustainability-linked events, to help encourage & support students who are allocated accommodation in University residences, to; Adopt a circular resource approach to reduce, re-use, recycle & repair; buy ethically from local charities & shops, as opposed to ordering on-line; remove single-use plastics from their daily lives; provide advice before students move out and move into their accommodation.
  - Inform student residents and staff about sustainability events/opportunities with Residential Services, The University of Leeds, and Leeds University Union.
  - Provide information on the outcomes achieved from the events held, highlighting good news stories.
  - Provide information to residents on sustainability issues within University accommodation (e.g., reducing waste and recycling through circular resource use and removing single-use plastics from their daily lives).
  - Support the Residential Services and Sustainability Service Communications teams to develop communications material (including social media and hardcopy sources), promote sustainability campaigns at various events, and support student facing engagement activity.

**Hours:** 100