



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Campus Internship: Sustainability Engagement Assistant, Facilities Directorate**



**Salary: Grade 3 (£16,289 – £17,898 p.a.)**

**Reference: FDSUS1005**

**Closing date: Sunday 9 April 2017**

**Fixed-term for 12 months, from September 2017**

## **Campus Internship: Sustainability Engagement Assistant Sustainability Service, Facilities Directorate**

**Are you a current University of Leeds undergraduate student with an interest in a career in sustainability? Would you like to gain valuable experience by supporting projects which raise awareness of sustainability initiatives 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 integrated Sustainability Strategy. This sets out a vision for the University, and sees the realisation of a number of exciting initiatives to help underpin our student recruitment, learning and teaching, research and innovation and operational performance.

We are looking for a student intern to join our team for 12 months from September 2017, supporting our work in getting a wide range of people involved in achieving the Sustainability Strategy and communicating our values. You'll engage with staff, students and the wider community to raise awareness of sustainability initiatives across a wide range of issues, through social and other multi-media channels and the delivery of engagement events and activities.

You will be a current undergraduate student at the University of Leeds, with an enthusiasm for sustainability, who is looking for a placement year opportunity as part of their degree. You will have excellent communication skills and a good working knowledge of social media and other multi-media channels. You'll also be able to work independently and as part of a team.

### **What does the role entail?**

As a Sustainability Engagement Assistant, your main duties will include:

- Developing new and supporting existing networks across the University to share skills, ideas and innovative sustainability initiatives;
- Developing resources appropriate for different audiences including monthly newsletters, posters and web materials;
- Developing innovative ways of using social media to engage with multiple stakeholders;





- Designing material to raise awareness of, and get people involved in sustainability;
- Supporting stakeholder analysis and management activity, including record keeping and external reporting;
- Working closely with the Sustainability Manager and other members of the Sustainability Service to support engagement activities and events, including organising a programme of events throughout the year;
- Communicating and reporting outcomes e.g. attendance at events, increased social media coverage;
- Attending meetings and events as required.

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.

## What will you bring to the role?

As a Sustainability Engagement Assistant you will be/will have:

- A University of Leeds undergraduate student intending to take this role for a placement year as part of your degree;
- Excellent written and verbal communication skills;
- A good working knowledge of social media and multi-media channels;
- An understanding of and enthusiasm for sustainability;
- The ability to develop innovative ideas;
- 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.

You may also have:

- An understanding of stakeholder management;
- Experience of producing multi-media resources;
- Design skills, including the use of Adobe Photoshop or Illustrator software.



## 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](#).

We advise applicants to have their application forms checked at the [Careers Centre](#) drop in service, which is available Monday to Friday from 1.00pm - 4.00pm. If you are away from Leeds, you can access the [eguidance](#) service and receive online advice.

## Contact information

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

**Claire Bastin, Sustainability Manager**

Tel: +44 (0)113 343 6573

Email: [C.Bastin@leeds.ac.uk](mailto:C.Bastin@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](mailto: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 in our [Criminal Records](#) information page.

