



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Sustainability Student Intern, Facilities Directorate**



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

**Reference: FDSUS1006**

**Closing date: 15 June 2017**

**Fixed-term for 12 months**

## **Sustainability Student Intern Sustainability Service, Facilities Directorate**

**Are you excited about trying out new ideas and making a positive difference? Do you want to contribute to an exciting new engagement programme for Sustainability? Do you want to join a dynamic and committed team to help drive forward sustainability at the University?**

Sustainability at the University of Leeds has a high profile and is being embedded throughout the organisation; driven through our ambitious Sustainability Strategy. We are looking for a proactive and creative individual to support us in delivering our 'making the most of resources' strategic theme, including the collection and monitoring of data, supporting re-use and recycling programmes and the promotion of low carbon activity.

We are looking for someone undertaking a degree at the University of Leeds with good knowledge of current sustainability issues. You will have excellent communication skills and the ability to work independently upon your own initiative. Experience of working within a team and assisting in project deliver is essential.

### **What does the job entail?**

As Sustainability Student Intern, your main duties will include:

- Working with the Sustainability Service to help develop and support a new engagement scheme, helping to ensure successful delivery and uptake;
- Supporting the delivery of the 'Making the Most of Resources' strategic theme with particular emphasis on re-use, recycling and promotion of low-carbon activity;
- Supporting the collection and monitoring of sustainability data for annual reporting and performance monitoring;
- Working with the Sustainability Service to implement specific 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 the use of social media;
- 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.

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 Sustainability Student Intern you will have:

- Completed year 2 of your degree at the University of Leeds;
- A good working knowledge of current sustainability issues;
- Excellent written skills with experience of writing reports for different audiences, with a high level of accuracy and attention to detail;
- 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;
- Excellent communication skills with the ability to present sustainability issues to different stakeholders;
- Demonstrable behaviours in line with University values.

You may also have:

- Experience of assisting in the delivery of projects;
- Experience of social media.

## 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:



**Mike Howroyd, Sustainability Projects Coordinator**

Tel: +44 (0)113 343 7375

Email: [M.A.Howroyd@leeds.ac.uk](mailto:M.A.Howroyd@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 on our [Criminal Records](#) information page.

