

Green Impact Project Assistant

Voluntary role description

The [UCL Sustainability Team](#) are offering an opportunity for students to gain skills in project management, communications and leadership by supporting and motivating staff participating in [Green Impact](#), an environmental awards programme run by the National Union of Students in more than 300 organisations across the UK.

Join staff and other students in this vibrant scheme aimed at celebrating and recognising environmental achievements whilst also providing a framework to improve the environmental performance of UCL.

Teams are given access to an online toolkit with bronze, silver and bonus criteria to help them create a more sustainable workplace. Each criterion is simple, clear and easy to implement. They will be supported with resources, examples of good practice from across the different organisations taking part. All participating teams will be awarded for their efforts and depending on their performance will achieve a Bronze, Silver or Gold standard.

Have a look at an example toolkit: www.greenimpact.org.uk/example, username: example@nus.org.uk, password: *example*.

Please send the application form to hannah.biggs@ucl.ac.uk if you would like to gain work experience and be involved with this exciting nationwide project. For more information on the Green Impact programme, please see below, or follow this link: www.nus.org.uk/greenimpact. The closing date for this application is 18th October.

Commitment:

- 1 hour a week equivalent over five months between December and May
- 3 hours training on 6st December
- 2 hours auditing on May 31st
- **This a voluntary post** with great opportunities for professional and personal development through training and support

Objective:

Encourage, motivate and support an assigned Green Impact team in implementing environmental actions in its department or area of work.

Aims:

- Increase the individual support available for Green Impact teams, by providing creative input, leading where necessary and taking on specific tasks from the Green Impact toolkit
- Increase student-staff collaboration within Green Impact
- Contribute to NUS' national communications about Green Impact
- Support the Green Impact auditing process

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- Equip student mentor with useful skills for future employability

What will it involve?

Learning and development:

- Attend introductory training on environmental initiatives at UCL the Green Impact programme, and developing the skills you will need to fulfil this role and future careers
- Access to resources to help you support your Green Impact team and learn about environmental management
- Attend Green Impact auditor training session at the end of the programme and conduct at least one audit of participating departments
- Complete 2 surveys over the course of the role, to evaluate your skills development

Supporting teams and making an impact:

- Meeting with allocated teams to discuss working arrangements; continue to meet with them periodically (as agreed between team and project assistant)
- Supporting the team in its Green Impact actions according to its requirements and the agreed goals.
- Collect photographs, case studies and write blog entries for national NUS communications
- Communicate with other project assistants to support each other
- Communicate with the sustainability department on the progress of your assigned teams(s)
- Work with the team to ensure that their toolkit is submitted on time
- Depending on the teams' requirements and the project assistants' availability it might be possible to support more than one team

Key competencies required:

- An interest in environmental issues (a knowledge of this area is preferable but not essential)
- Enthusiasm and motivation to make a difference!
- Good organisational skills
- Ability to work as part of a team
- Ability to use own initiative
- A commitment to the Green Impact programme and its aims - for more information on the programme please see www.nus.org.uk/greenimpact

Key skills and experience gained:

- Experience of working on a national project in a professional environment
- Knowledge of environmental management techniques in a variety of workplace environments
- Insight into effective behaviour change methods
- Experience of communicating using a variety of different means
- Ability to support and encourage others to perform
- Leadership skills
- Time management, team development and project management

To apply for this role please email a completed GIPA Application Form to hannah.biggs@ucl.ac.uk (you must be a current UCL student (undergraduate or post-graduate)). If you have any further questions please email hannah.biggs@ucl.ac.uk

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