

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 Gold criteria to help them create a more sustainable workplace. Criteria is simple, clear and easy to implement. Resources and examples of good practice from across different organisations are provided.

Advanced teams who have completed the Gold Award will require support on exciting projects from reducing plastic consumption to helping reduce academic travel. They may even require your ideas to develop a project!

All participating teams will be awarded for their efforts and depending on their performance will achieve a Bronze, Silver, Gold or Projects Award at the UCL Sustainability Awards in July. You will be invited to this ceremony.

Objective

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

Tasks

- Contact and meet with allocated teams to discuss working arrangements; continue to meet with them periodically (as agreed between team and project assistant). Sustainability staff members will attend the first meeting and further meetings if required.
- Support the team in its Green Impact actions according to its requirements and the agreed goals. Examples include:
 - Undertaking a plastic audit in the department
 - Helping to organise a sustainable event e.g. Fairtrade cooking bake-off or wellbeing walk
 - Communicate sustainability initiatives to staff and students
 - Reviewing the department's travel or printing policies
 - Have a look at an example toolkit: www.greenimpact.org.uk/example, username: example@nus.org.uk, password: *example*.
- Students can undertake their own sustainability initiatives and projects. Sustainable UCL will work with you and your team to ensure the project is suitable.
- Collect photographs, case studies and write blog entries for the department
- Collect evidence and work with the team to ensure that their toolkit is submitted on time in May.

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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

Support

- Continual 1-1 support via email or phone from UCL Sustainability Communications Coordinator
- A social media group e.g. Facebook or WhatsApp between students
- Teams will arrange monthly meetings and will work with you on the project
- Opportunity to attend sustainability masterclasses throughout the year

Apply

To apply for this role please email a completed GIPA Application Form to hannah.biggs@ucl.ac.uk. The deadline is 8th October 2019 by 10pm.

Key competencies required:

- An interest in sustainability 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
- Time management, team development and project management

Commitment:

- 1 hour a week equivalent over five months between October and May
- 3 hours training in October
- 2 hours auditing in May
- Update the sustainability team on your progress once a month.

You must be a current UCL student (undergraduate or post-graduate). If you have any further questions please email hannah.biggs@ucl.ac.uk