



## JOB DESCRIPTION

<b>Post:</b>	Go Green Sustainability Assistant
<b>Section:</b>	Edinburgh College Students' Association (ECSA)
<b>Pay rate:</b>	Approximately £10 per hour
<b>Reports to:</b>	Sustainability Officer
<b>Line Managed by:</b>	ECSA Director
<b>Conditions:</b>	Part time 7 hours per week for 27 weeks (term time only)

### PURPOSE OF JOB

Providing assistance to the Go Green Sustainability Officer with the coordination and effective implementation of the ECSA Go Green project, by promoting sustainable transport and waste reduction to fellow students. Acting as an ambassador for active and low carbon travel at Edinburgh College and surrounding areas. Promoting lift sharing, travel planning, and encouraging switching from driving to lower carbon travel methods. Helping with the running of the community fridge and swap shop on campus. The role aims to provide assistance to the Go Green Sustainability Officer by running events and supporting other college activities, whilst developing a local network of volunteer students.

This position is funded through the Scottish Government's Climate Challenge Fund.

### MAJOR TASKS / ACTIVITIES

The post holder will be expected to carry out the following duties:

- Provide assistance to the Go Green Sustainability Officer in the coordination and implementation of the ECSA Go Green project.
- Assist with running the campus community fridge and swap shop, to encourage students to use these services to reduce food and textile waste.
- Help increase students' awareness of climate change and related issues. Help increase awareness of how students' lifestyles impact on climate change, and what they can do to improve this.
- To assist with the provision of active travel related information and advice to students, including information on cycling/walking/all-abilities routes, services and activities.

- Assist with dealing with Student enquiries including communication by telephone, face-to-face, email, and social media.
- Assist with working in partnership with other initiatives within the local community groups to promote and increase sustainable lifestyle changes.
- Assist with helping promote cycling and walking as part of the College's wider active travel agenda.
- Assist with providing written and verbal reports on the progress of the project.
- Assist with the monitoring of project activities, and the presentation of this data in a variety of formats that best suit the target audience.
- Assist with overseeing all aspects of day to day operations of the project.
- Carry out other duties which may be reasonably be required in light of the main purpose of the job.

## **ROLE REQUIREMENTS**

### **EDUCATIONAL/VOCATIONAL QUALIFICATIONS**

- The post-holder must be a current student at Edinburgh College.

### **SKILLS & EXPERIENCE REQUIRED**

- Strong demonstrable interest and knowledge of climate change and carbon emissions reduction
- Excellent people skills with the ability to enthuse and engage students
- Good ICT skills, including use of Microsoft Office packages
- Ability to reach out to individuals and groups in order to build relationships and partnerships
- Ability to communicate effectively and confidently with students and staff both in person and online
- Have the ability to prioritise their own workload, to run various tasks in parallel and to work under pressure
- Be able to perform a range of administrative duties, use a wide range of electronic and print-based information sources
- Use imagination and initiative to process a range of enquiries and requests
- Make recommendations to ECSA on new low carbon activities to engage students
- Assist in the creation of sustainability communications aimed at students

## **SUPERVISION RECEIVED**

Day to day, the post holder will be supervised by the Go Green Sustainability Officer. They will also work closely with the ECSA Director and elected officers, who are normally available for advice and support.

## CONTACTS

### *Internal*

- Go Green Sustainability Officer
- ECSA Director
- ECSA Elected Officers
- Edinburgh College Development Trust Manager
- Students
- Academic and support staff at all levels

### *External*

- Travel companies and organisations
- Sustainability officers in other institutions and organisations
- Supporting agencies such as Keep Scotland Beautiful, Sustrans, Changeworks, and Energy Saving Trust.
- Environmental Association for Universities and Colleges
- College Development Network

## GENERAL

Edinburgh College operates a comprehensive programme of Staff Development and Appraisal and the post-holder will be expected to participate in this.

The key tasks of the post are not intended to be exhaustive but simply highlight a number of major tasks of the post. The post-holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post. Every job description will be subject to review on an annual basis, or as a result of change in strategic management, or as a result of team/operational requirements, or as a result of agreed staff development and career review needs and objectives, or within six months of appointment.

