

JOB DESCRIPTION

Post:	Low Carbon Travel Assistant
Section:	Edinburgh College Students' Association (ECSA)
Pay rate:	£9.50 per hour
Reports to:	Low Carbon Travel Officer
Line Managed by:	ECSA Director
Conditions:	Part time 8 hours per week for 20 weeks in term time only One post for each campus: Sighthill, Milton Road, Granton, Midlothian

PURPOSE OF JOB

Providing assistance to the Low Carbon Travel Officer (LCTO) with the coordination and effective implementation of the ECSA low carbon project, by promoting sustainable transport to fellow students. Acting as an ambassador for local cycling and walking at Edinburgh College and surrounding areas. Promoting lift sharing, travel planning, fuel efficient driving, and encouraging switching from driving to lower carbon travel methods. The role aims to provide assistance to the LCTO 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 LCTO in the coordination and implementation of the ECSA low carbon travel project.
- 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 developing recommended rides in the area through planning and scouting routes for walking/cycling events.
- 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 active travel.
- Assist with helping promote cycling and walking as part of the College's wider active travel agenda.
- Work with the volunteer programme for the Go Greener to College Challenge.
- Assist with providing written and verbal reports on the progress of the project.
- Assist with the production of statistical 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.
- Assist in identifying potential funding streams and develop funding proposals with the aim of extending the project into the future.
- Carry out other duties which may be reasonably be required in light of the main purpose of the job.

DECISIONS MADE IN THE COURSE OF THE JOB

- Prioritising requests for data and information
- Researching and selecting relevant resources in response to information enquiries
- Prioritising personal work load

SUPERVISION RECEIVED

Day to day, the post holder will be supervised by the LCTO. They will also work closely with the ECSA Director and elected officers, along with the College's Sustainability Officer, who are normally available for advice and support. They will also work with the Edinburgh College Development Trust on the monitoring, evaluation and grant claiming/reporting aspects of the project, evaluation, and grant claims.

CONTACTS

Internal

- LCTO
- ECSA Director
- ECSA Elected Officers
- Sustainability Officer
- 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

ROLE REQUIREMENTS

EDUCATIONAL/VOCATIONAL QUALIFICATIONS

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

SKILLS & EXPERIENCE REQUIRED

- Strong demonstrable interest in climate change and carbon 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
- Enthusiasm for, knowledge of, and commitment to active travel and all forms of low carbon behaviour
- Ability to communicate effectively and confidently with students and staff

COMPLEXITY

The post-holder must:

- Have the ability to prioritise their own workload, to run various tasks in parallel and to work under pressure
- Have well-developed communication and inter-personal skills and be able to work with groups
- Be able to assess the level of assistance that should be offered to individuals
- Be able to perform a range of administrative duties, use a wide range of electronic and print-based information sources
- Have the ability to adapt to changes in the low carbon and active travel agenda

CREATIVITY

The post-holder must be able to:

- Communicate effectively with diverse users in a friendly, yet assertive manner
- Use imagination and initiative to process a range of enquiries and requests
- Make recommendations to ECSA on new low carbon and active travel projects and programmes
- Assist in the creation of active travel communications aimed at students

SPECIAL CONDITIONS

The post-holder may be required to work occasional evenings to undertake any project works.

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.