

## Candidate Information

<b>Position:</b>	Environmental Assistant
<b>School/Department:</b>	Accommodation
<b>Reference:</b>	23/110629
<b>Closing Date:</b>	Monday 13 February 2023
<b>Salary:</b>	£20,761 - £22,662 per annum plus 18% Shift Allowance.
<b>Anticipated Interview Date:</b>	Thursday 23 February 2023
<b>Duration:</b>	Permanent

### JOB PURPOSE:

This role is to assist in the implementation of the University's sustainability objectives and net zero carbon aspirations in Student Accommodation, supporting the delivery of sustainability engagement programmes for staff and students.

The post-holder will act as the main point of contact in Accommodation for staff and student Sustainability Champions providing information on environmental initiatives such as Green Fund.

### MAJOR DUTIES:

1. Co-ordinate the Sustainability Champion network of staff and students in Accommodation. Act as the main point of contact, providing information on the University's environmental initiatives. Assist in the planning and scheduling of events to bring members of the network together and promote the sharing of ideas, resources and best practice.
2. To be involved in the University's Climate Action and Net Zero sustainability groups and taking forward agreed actions within Accommodation.
3. Research and develop resources to promote key environmental messages across Accommodation e.g. case studies, guidance notes, e-zine, posters, social media campaigns support members of the network in their roles.
4. Assist with the planning, preparation and delivery of a variety of workshops, events to a range of audiences across Accommodation. Liaise with the organisers of other environmental programmes, for example Estates and Volunteer SU activities, and look for opportunities to ensure that the implementation of communication and engagement initiatives are coordinated and support each other.
5. To work with the Marketing Communication Assistant to update on Sustainability the weekly online ezine and social media channels with fresh and relevant content ensuring material is factual and up to date.
6. Assist in the day-to-day delivery of projects to support the delivery of the University's sustainability objectives and net-zero carbon aspirations e.g. initiatives related to the delivery of Waste and Recycling programmes, University Travel Plan and University Biodiversity policy.
7. Liaise with staff and student bodies across the University including, Estates, Queen's SU and environmental related societies to promote awareness of sustainability issues and encourage the adoption of best practice throughout the student body.
8. Support Estates and contribute to the Estates Environmental Management System - collating data, undertaking audits and making recommendations for improvement for student and staff accommodation.
9. Assist the operational team to deliver campaigns and messages to promote the correct disposal of waste and recycling services across accommodation.
10. Undertake any other duties as reasonably requested by the Residence Student Experience and Support Manager.

### ESSENTIAL CRITERIA:

1. A minimum of 5 GCSE's at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Administration.
2. 1 year's relevant work experience on environmental/ sustainability activities/projects.
3. Knowledge of sustainability issues.
4. Good IT literacy skills – Microsoft Office packages.

5. Good oral and written communication skills.
6. Ability to communicate effectively with staff, students and members of the public.
7. Ability to work on own initiative.
8. Interpersonal skills, including the ability to persuade, motivate and organise others.
9. Willing to work flexibly to include. This post will require shift work on a rota basis across 7 days and day/ evening shifts to deliver events and programs.

**DESIRABLE CRITERIA:**

1. Experience using QUB Content Management System.