**Sustainability Champion Assistant**

**Voluntary Role Description**

*Your chance to make a difference here at King’s.*

The King’s Sustainability Team are offering an opportunity for students to gain skills in project and people management, sustainable development, communications, events management and leadership by supporting the team to deliver the [Staff Sustainability Champions](https://www.kcl.ac.uk/aboutkings/strategy/sustainability/get-involved/staff/sustainability-champions/sustainability-champions.aspx) programme here at King’s.

Join staff and students in this vibrant Green Impact scheme aimed at celebrating and recognising environmental achievements whilst also providing a framework to improve the environmental and social performance of King’s College London. [Green Impact](http://www.nus.org.uk/greenimpact) is an environmental awards programme run by the National Union of Students and runs in more than 50 Universities and Colleges and 100 Students’ Unions across the UK.

Staff Sustainability Champions across King’s work to embed sustainability in their area of work. The staff Sustainability Champion teams are given access to an online workbook with bronze and silver level action criteria to help them create a more sustainable workplace.

Each criterion is simple, clear and easy to implement. They are supported with resources and examples of good practice. 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 workbook: [www.greenimpact.org.uk/example](http://www.greenimpact.org.uk/example), username: example@nus.org.uk, password: *example*

Prior knowledge of sustainability and environmental management isn’t essential however an enthusiasm to learn and a commitment to making a positive impact will be a great asset. It may be useful to you to read the Service Strategy to 2018-2023, which outlines what service activity is at King’s, within which sustainability champions play a key role.

**Commitment:**

* Approximately 1 hour a week equivalent over six months (October - May) to be agreed between volunteer and their allocated team to fit around work/study commitments.
* 3 hour training session in November
* (Optional) 3 hours auditing training (IEMA CPD certificate awarded) and 2 hours auditing in April/ May
* (Optional) You will receive an invite to the annual King’s Sustainability Awards to celebrate with all staff and student sustainability champions in July 2019
* **This a voluntary post** with great opportunities for professional and personal development through training and support.

**To apply:** To apply for this role please email a completed application form to Sustainability@kcl.ac.uk. You must be a current King’s College London undergraduate or postgraduate student to apply.

**Deadline:**

The deadline for applications is midnight on the 7 October 2018.

**Objective:**

Support and motivate a Sustainability Champion team by helping to implement and improve sustainability initiatives in their department or faculty.

**Aims:**

* To increase the support available for Sustainability Champion teams by helping them to work through the objectives listed in the Green Impact workbook
* Help to create awareness for the Sustainability Champions programme across the

University

* Increase student-staff collaboration within Green Impact
* Equip student coordinator with skills for future employability
* Help create awareness of the institutional Service Strategy and associated activities within it.

**What will it involve?**

**Learning and development:**

* Attend an introductory training session outlining the environmental initiatives at King’s College London, looking at the Sustainability Champions programme in detail and the type of tasks to be undertaken and skills to develop
* Complete 2 surveys over the course of the role, to evaluate your skills development and the success of the project
* (Optional) Attend monthly sustainability champion scheme lunch and learns
* (Optional) Attend Green Impact Auditor training session in April/ May and conduct at least one audit of participating departments

**Typical Responsibilities**

* Meet with your allocated team to discuss working arrangements and project milestones; continue to meet with them on a regular basis as agreed with your team
* Help to maintain regular communication with teams to support progress through the workbook and raise awareness of events and initiatives
* Collect photographs, case studies and examples of good practice to build a bank of King’s College London’s resources

**Key competencies required:**

* An interest in environmental and social 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 and be proactive
* Professional attitude

**Key skills and experience gained:**

* Experience of working on a national project in a professional environment
* Knowledge of environmental management techniques of offices and academic institutions
* Insight into effective behaviour change methods
* Experience of communicating using a variety of different means
* Ability to support and encourage others to perform
* Events management skills
* Leadership skills
* Time management
* Project management

**We currently need Sustainability Champion Assistants for the following teams:**

Please indicate your top two preferences for teams you would like to be matched with in your application. You do not need to have any prior experience with these departments to be matched with the team. We will do our best to match you with either one of your top two preferences.

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| **Team** | **Weekly Commitment** | **Award Level** | **Campus**  |
| Arts & Humanities | 1 hr | Bronze/Silver | Strand |
| Estates & Facilities | 1 hr | Gold | Guy’s |
| Fundraising & Supporter Development | 1 hr | Gold | Strand |
| Geography | 1 hr | Gold | Strand |
| KCLSU | 1 hr | Gold | Strand |
| Library Services | 1 hr | Gold | Strand/Denmark Hill/Guy’s/Waterloo |
| Residences | 1 hr | Silver | Strand/Denmark Hill/Guy’s/Waterloo |
| Strategy, Planning and Assurance | 1 hr | Silver | Waterloo |
| Student Mobility & Student Success | 1 hr | Silver | Strand/Waterloo |
| SSPP | 1 hr | Bronze/Silver | Strand |
| Labs | 1 hr | Various | Strand/Denmark Hill/Guy’s/Waterloo |

**For more information** on the Sustainability Champions programme at King’s our champions sometimes share their experiences on our blog pages such as the champions at FWB library <http://blogs.kcl.ac.uk/sustainability/2016/08/fwb-sustainable-champions/> .

For more information on the national Green Impact programme, please follow this link: [www.nus.org.uk/greenimpact](http://www.nus.org.uk/greenimpact).