

Job Description

To assist Energy, Environment and Sustainability Team in driving forward the University's energy, environment and sustainability agenda.

To help identify opportunities for the University to embrace aspects of sustainable development including energy efficiency, waste reduction, travel planning, sustainable procurement, biodiversity and sustainable construction.

To engage with staff and especially students in the energy, environment and sustainability agenda.

Responsibilities

- Respond to emails and other requests, offering advice and support on environmental issues, or passing on complex requests to other team members, as appropriate.
- Assist with the preparation and production of sustainability reports as required.
- Assist the team with the organising events, e.g. Go Green Week, Fairtrade Fortnight, Go Green Champions.
- Research best practice and obtain information, as directed by the Environment and Sustainability Manager.
- Write up entries for environmental awards on behalf of Aston, with the aim to promote internal good practice to wider community and help raise Aston's profile, as required (several times a year).
- Support groups such as Aston Students' Union, Fairtrade Steering Group, Bicycle Users Group, and Aston Campus Wildlife Group, offering input into their activities and events.
- Update the Aston website and other social media on energy, environment and sustainability issues.
- Liaise with students to improve the delivery of services such as the Student Switch off Campaign, recycling in residences and zero waste in hall.
- Manage stocks/supplies of awareness raising materials, such as leaflets and articles.
- Other duties as agreed with the Energy, Environment and Sustainability Team commensurate with the level of the post.

Person Specification

	Essential	Method of Assessment
Education and qualifications	Educated to A level standard or hold an equivalent qualification	Application form
Experience	Experience of updating websites Experience of dealing with enquiries in a customer facing role	Application form, Interview

	Experience of compiling information for reports Experience of assisting in organising events	
Aptitude and skills	Knowledge and understanding of environmental and sustainability issues, including environmental standards Basic research skills Ability to use knowledge and understanding to help solving problems raised by customers	Application form, Interview
	Good communication and interpersonal skills Good communication and interpersonal skills Ability to work in a team and in other groups to help achieve team and group objectives	Interview
	Desirable	
Education and qualifications	Degree in a relevant subject	Application form
Experience	Previous experience in a similar role, either paid or voluntary	Application form, Interview