

JOB DESCRIPTION

1. Main Details

Job Title	Project Officer
Grade	
Status	Six-month contract
Department	Ethical and Environmental Department
Responsible to	Senior Project Officer
Responsible for	No line management responsibilities
Place of Work	NUS HQ in London
Hours of Work	35 hours per week – Monday to Friday
Additional Hours	Regular travel across the UK and some overnight stays. Occasional evening and weekend duties will be required

2. The department

NUS' Ethical and Environmental Department exists to green suppliers and students' unions, and help unions to green their institutions and communities. We have an ambitious vision, of students' unions delivering central environmental projects successfully at the local level throughout the UK, creating tangible benefits for the union, institution, community and the environment. The pillars of our work are installing green behaviours, creating community bridges, increasing employability, making students' union stronger, and a greener supply chain. The Department comprises a growing team of committed individuals, collectively delivering an exciting portfolio of UK-wide programmes. www.nus.org.uk/greener

3. Purpose of Job

Deliver a combination of Green Impact and Student Switch Off projects to a high standard, account managing individual institutions, successfully engaging participants, ensuring individuals and institutions benefit from participation.

4. Main duties and responsibilities

4.1. Delivering Green Impact

- Account-manage Green Impact projects at a pre-agreed number of institutions, including, where applicable, students' unions, universities, colleges and community applications.
- Act as the first point of contact for organisations, guiding and facilitating the successful implementation of the Green Impact model locally. This includes the development / maintenance of online workbook, recruitment of departments, supporting staff in departments through liaison and workshops, auditor training and

management, creation of confidential feedback reports, awards events and communications work.

- Ensure Green Impact online communications for your institutions are appropriate, accurate, up to date, well linked and well presented.
- Proactively engage key students' union officers and staff in, or near to, each of your institutions, supporting them in Green Impact Students' Unions and their own ethical or environmental projects as applicable.
- Provide support to Sustainable Behaviours Assistants and other support staff at your institutions as required.

4.2. Delivering Student Switch Off

- Account-manage Student Switch Off projects at a pre-agreed number of institutions, including, where applicable, private providers and community applications.
- Regularly engage with local staff and students to ensure the successful delivery of the campaign. Recruit, train and support student volunteers, liaising with key students and student mentors to encourage them to engage with their peers.
- Analyse energy data on an on-going basis and present data for a student audience. Organise and run engagement events over the academic year, including end-of year parties for winning halls.
- Administer fortnightly competitions and liaise with students and staff to distribute prizes/guest lists. Set up and manage content on Facebook fanpages, the website and Twitter.
- Manage relationships with key contacts at institutions, including students' unions, energy/environment managers and accommodation managers.
- Provide support to Sustainable Behaviours Assistants and other support staff at your institutions as required.

4.3. Special projects

- Responsibility for delivering one of the pre-agreed special projects each year.
- Support the other members of the Department in their special projects, especially when they are being delivered at your institutions.

4.4. Other duties

- Support other members of the Ethical & Environmental Department as part of our teamwork approach, and provide occasional cover for departmental staff if required
- Other duties as may reasonably be required by the Ethical and Environmental Manager
- Environmental sustainability is important to many students, students' unions and NUS. All staff and volunteers are expected to go about their roles in a resource efficient manner, in keeping with our environmental policies.

5. Person Specification

	Essential	Desirable
Qualifications & Experience		
Degree or equivalent qualification / level of experience	1	
Masters or equivalent in a relevant subject		1
Experience of managing successful engagement programmes and/or behaviour change projects	1	
Experience of developing and maintaining excellent professional	1	

relations with colleagues at various levels within, and external to, an organisation		
Experience of managing and delivering successful training events	1	
Experience undertaking data analysis	1	
Experience of working with students in tertiary education		1
Experience of working in, or with, universities or colleges, or local authorities, or the NHS		1
Experience of working in, or with, students' unions		1
Abilities, Skills and Knowledge		
A broad understanding of ethical and environmental issues and solutions in a workplace environment	1	
Strong people skills, especially the ability to enthuse those around you	1	
Strong project management skills, especially time management, and the ability to manage several projects at the same time	1	
Strong communications skills, specifically the ability to produce high quality, concise and well-presented communications	1	
Confident presenter and public speaker	1	
Ability to work with a wide range of stakeholders	1	
IT literate, with a detailed knowledge of Microsoft Office programmes	1	
Ability to edit website content and use social media		1
Ability to edit website content		1
Ability to tackle and solve problems through creativity and innovation		1
Ability to work as part of a team	1	
Ability to work with minimum supervision	1	
Ability to work remotely and whilst travelling	1	
Personal Characteristics & Behaviours		
A positive and persuasive champion of environmental and ethical issues	1	
Commitment to excellent client and customer care	1	
Commitment to the mission, vision, values & beliefs of NUS	1	
Commitment to being an active part of an organisation that promotes equality of opportunity whilst recognising and valuing diversity	1	
Commitment to working within a democratic environment	1	
To go about role in a resource efficient manner, in keeping with our environmental policies	1	