**Transition University of St Andrews: Volunteer Task Description**

**Position:** Food Hub Intern for “The Tree”

**Aims:** To assist with the running and development of local food distribution project “The Tree” <https://openfoodnetwork.org.uk/the-tree/shop#/about>

**Main Tasks:** To liaise with producers and maintain online products lists. Assist with the running of mobile shop. To promote “The Tree” through various media.

**Time commitment:** 2 hours per week

**Times of day:** Flexible

**Base:** Transition University of St Andrews, Woodburn Place.

**Skills needs:**

1. Organisational Skills

2. Event management skills

3. Marketing knowledge

4. Ability to work in a team

**Benefits to Volunteer:**

1. Work experience (See attached Skills Map)

2. Project management experience

3. Marketing and communication experience

4. A Transition University of St Andrews volunteer pack

5. Compatible with the Saltire Awards scheme for volunteers aged 12-25.

**For further information email transition@st-andrews.ac.uk or call 01334 464000.**

**Transition University of St Andrews: Environmental Skills Map**

**Position:** Food Hub Intern for “The Tree”

At Transition University of St Andrews we are keen to ensure that our volunteers receive maximum benefit for their time spent on assisting with our projects. As a consequence, we try to ensure our volunteer positions enhance the skill set of the participants.

We have teamed up with The Institute of Environmental Management and Assessment and the Careers Centre to match our positions with the environmental skills set required for those wishing to work in the environment profession. The table below outlines which training opportunities we think this position offers.

|  |  |  |
| --- | --- | --- |
| Sustainability Skills and Knowledge Set | | |
| Knowledge and Understanding | Understand Environmental and Sustainability Principles |  |
| Understand Environmental Policy Issues | **X** |
| Awareness of Environmental Management and Assessment Tools |  |
| Aware of Environmental Legislation and Know How to Assess Compliance | **X** |
| Aware of Key Business and Commercial Tools | **X** |
| Analytical Thinking | Collect Data and Undertake Analysis and Evaluation | **X** |
| Research and Plan Sustainable Solutions |  |
| Communication | Determine Effective Communication Methods | **X** |
| Engage with Stakeholders | **X** |
| Sustainable Practice | Support the Implementation of Environmental Management and/or Assessment Tools |  |
| Propose Ways to Improve Environmental Performance | **X** |
| Aware of How a Changing Environment Creates Opportunities and Risks for Organisations | **X** |
| Leadership for Change | Support Change in An Organisation | **X** |
| Encourage Others to Improve Sustainability | **X** |



**Transition University of St Andrews: Benefit to the Organisation**



**Position:** Food Hub Intern for “The Tree”

At Transition University of St Andrews we recognise that our volunteers like to know how they are contributing to the work of our organisation. Most of our volunteers will contribute to many aspects of Transition, however, we have identified this role as being particularly complementary with our **St Andrews Towards Transition** Projects which are supported by the Climate Challenge Fund.

Through our **St Andrews Towards Transition** projects we aim to provide a supportive community of likeminded people who are trying to achieve low-carbon lifestyles. This position is central to the continued development of “The Tree” in St Andrews.

“The Tree” food hub :

* Provides a quick route to market for small local food producers such as veg and fruit growers or small bakers
* Enables people in St Andrews to get access to local, healthy food at reasonable costs
* Increases choice for consumers and support our local economy