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

**Position:** Skillshare Intern

**Aims:** To help promote and run a variety of Skillshares in the local community

 <https://www.facebook.com/groups/StAndrewsCommunitySkillshareGroup/>

**Role Description:** The Skillshare intern should be able to demonstrate a strong interest in sustainable living and an understanding of the importance of a shared economy. They will need good organisational skills and people skills, plus be confident while presenting to a group. It is hoped that they will be able to host a weekly evening Skillshare. This will involve preparing the work space, welcoming people in and supporting the trainer to present their skillshare. The intern will not be expected to presentat these regular Skillshares, instead their role will be more as a host. However they will be expected to help lead a conversation during the Skillshare session about sustainable living, waste reduction and helping people to move towards a low carbon lifestyle.

**Time commitment:** 3 hours per week

**Times of day:** Flexible

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

**Skills needs:**

 1. Organisational skills

 2. Reliability

 3. Communication skills (including social media)

**Benefits to Volunteer:**

 1. Work experience (See attached Skills Map)

 2. Marketing and communication experience

 3. Event management skills

 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:** Skillshare Intern

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 | **X** |
| Understand Environmental Policy Issues |  |
| Awareness of Environmental Management and Assessment Tools |  |
| Aware of Environmental Legislation and Know How to Assess Compliance |  |
| Aware of Key Business and Commercial Tools |  |
| Analytical Thinking | Collect Data and Undertake Analysis and Evaluation |  |
| 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 |  |
| 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:** Skillshare Assistant

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 **Circular Economy** Projects.

Through our **Circular Economy** projects we aim to provide an alternative, more sustainable approach to consumption practices. This volunteer position is part of our Community Share initiative which to encourages the exchange of knowledge and goods within the community.

Skillshare is a key part of this initiative because:

* It is provides participants with a new and useful skills for a Zero Waste society
* It encourages innovation and creativity
* It highlights awareness of reuse and recycling
* It brings people in the community together